

Admission Forum Annual Report 2023/24

Admission Authority: Newport City Council

Secretary to the Forum: Principal School Admissions Officer

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Membership and attendance of the Forum

Name	Position	Time served as Forum Member *	Membership by category (see table below)
1. Director of Schools Roman Catholic Diocese	Voting Member	Since Dec '08 (Re-elected Nov '16, Nov '20, Renew Nov '24)	RC
2. Head of Education, Diocese of Llandaff and Monmouth	Voting Member	Nov '23 – Nov '23	CIW
3. Assistant Head of Education (Resources)	Voting Member	Since Dec '09 (Re – elected March '18, '22)	LA
4. School Admissions Manager	Voting Member	Since Nov '12 (Re – elected Nov '16, Nov '20, Renew Nov '24)	LA
5. Head Teacher, Mount Pleasant Primary School	Voting Member	March '16 – Jun '24 (Re – elected June '20)	S/CV
6. Head Teacher, Llanmartin Primary School	Voting Member	Nov '20 – Jun '24	S/CV
7. Head Teacher, Llanwern High School	Voting Member	Since Nov '23	S/CV
8. Chair of Governors, St Joseph's RC High School	Voting Member	Since Nov '10 (Re – elected Dec '14, March '19 & Nov '23)	S/VA

9.	Head Teacher, St Michael's RC Primary School	Voting Member	Since March '18 (Re-elected June 22)	S/VA
10.	Head Teacher, Charles Williams CIW Primary School	Voting Member	Since Nov '23	S/VA
11.	Parent Governor, Malpas Church in Wales Primary School	Voting Member	March '20 – Nov '23	PG
12.	Parent Governor, Ysgol Gymraeg Bro Teyrnnon	Voting Member	March '20 – Nov '23	PG
13.	Parent Governor, Jubilee Park Primary School	Voting Member	Since Nov '23	PG
14.	Head of Gwent Education Multilingual Service	Voting Member	Since Nov '18 (Re – elected Nov '23)	L/COM
15.	ALN Manager	Voting Member	Since March '15 (Re – elected Mar '19 & Nov '23)	L/COM
16.	Teacher Advisor Early Years and ALN	Voting Member	Since Nov '23	L/COM
17.	Education Co-Ordinator (CLA)	Non – Voting Member	Since June '15 (Re – elected Nov '19 & Nov '23)	LA/CLA
18.	Advisor for Behaviour & Autism	Non – Voting Member	March '19 – Nov '23 (Re – elected Nov '23)	LA/ADV
19.	Service Children Regional Liaison Officer	Non - Voting Member	Jun '23 – Nov '23	LA/AF

***If served more than 4 years also include date of re-election.**

Acronyms for Core Members		
Members Nominated by	Core Membership	Acronym
LA - any member or officer of the authority	1 to 5	LA, LA/SEN/ALN, LA/LAC
Church in Wales Diocesan representatives	1 to 3	CIW
Roman Catholic Diocesan representatives	1 to 3	RC
Schools - community and voluntary controlled	1 to 3	S/CV
Schools – foundation	1 to 3	S/F
Schools - voluntary aided	1 to 3	S/VA
Parent governor representatives	1 to 3	PG
Representatives of the local community	Up to 3	L/COM

Meeting dates and attendance (Please note that nothing in the Education (Admission Forums (Wales) Regulations 2003¹ precludes some or all members taking part virtually). Regulation 9 of the 2003 Regulations provides that core members can regulate their own procedure subject to any provision in those regulations)

	Date	Number of Forum Members in attendance - by category
First meeting	21 st November 2023	17 (2*LA, 1*RC, 3*S/CV, 3*S/VA, 2*PG, 1*CLA co-opted, 2*L/COM, 1*AF co-opted, 2* guests)
Second meeting	18 th June 2024	9 (2*LA, 1*RC, 3*S/VA, 1*L/COM, 1*PG, 1*L/COM co-opted)
Third meeting	N/A	

¹ [The Education \(Admission Forums\) \(Wales\) Regulations 2003 \(legislation.gov.uk\)](https://www.legislation.gov.uk/ukdsi/2003/01/135001_1/1-1)

Has your authority established a joint forum with an adjoining local authority? If yes, can you provide details of the authority concerned and how successful this has been.

No

Please confirm whether admission authorities within the forum area have completed the consultation and determination of admission arrangements process within the timescales required by the Education (Determination of Admission Arrangements) (Wales) Regulations 2006² [including consultation on the arrangements³ by 1 March in the determination year and determination of the final arrangements by 15 April of that year].

If any admission authority has not met the timescales, please give details here.

How many consultation documents have you seen from admission authorities (not including other local authorities)?

Newport City Council and the Governing Bodies of all Newport's voluntary aided schools completed the consultation and determination of admission arrangements process for 2025/26 within the required timescales.

The Council received three consultation documents from Charles Williams Church in Wales Primary School, Newport's Roman Catholic Primary Schools and St Joseph's Roman Catholic Secondary School.

² [The Education \(Determination of Admission Arrangements\) \(Wales\) Regulations 2006 \(legislation.gov.uk\)](#)

³ This includes consultation on sixth form arrangements for schools with sixth forms which should be carried out at the same time.

**What admission arrangements have been put in place to serve the interests of vulnerable children?
Have they proved successful?
What other arrangements have you identified to support these children?**

Newport City Council is committed to serving the best interests of all children, particularly those who are identified as being vulnerable. As in previous years this can be evidenced as follows:

- Priority for admission is afforded to Looked After Children and previously Looked After Children, and this includes admitting looked-after pupils to the school placement deemed to be most appropriate to meet their needs even in instances where the Published Admission Number for the year group has been reached or exceeded; and the CLA Education Coordinator sits on the Admissions Forum in a non-voting capacity.
- Where a school is named in a statement of Special Educational Needs/ Individual Development Plan, the Council will admit the child to the named setting before the over-subscription criteria is applied against applications received. The ALN Manager sits on the Admission Forum.
- The Council's over-subscription criteria specifically refer to children for whom an application is being made on medical grounds and gives such children priority within the in-catchment and out-of-catchment categories.
- The School Admissions Team works closely with the non-maintained sector and Flying Start provision to assist in transition arrangements to nursery and Reception classes, reducing the number of late applications and thus increasing the likelihood of a successful application.
- There is a close working relationship with the Education Welfare Service who assist in securing outstanding and late applications in the phase and in-year transfer processes and in tracking those pupils who have not taken up the school place offered to them.
- Children of UK Service Personnel / Crown Servant families planning on relocating to Newport are determined as meeting the residency criteria for the preferred school if their application is appropriately evidenced, thus ensuring that there is no disadvantage; this includes admitting qualifying children of serving UK Service Personnel to the catchment school even in instances where the Published Admission Number for the year group has been reached or exceeded.
- Applications for the admission of children temporarily housed by a Domestic Violence Refuge are processed as a priority regardless of date received to ensure that their schooling is as uninterrupted as possible.
- A close working relationship with Gwent Education Multi-lingual Service (GEMS) assists in the swift admission of children from EAL and GRT families to their nearest available and most appropriate schools. The service provides home language support, where available, to children and families newly arrived in the city to facilitate the admissions process. The Head of GEMS sits on the Admission Forum.
- A member of the School Admissions Team is a key partner at the weekly Secondary School Managed Moves panel where complex in-year admission applications are discussed with senior secondary school representatives and other relevant stakeholders.
- The Council operates a Fair Access Protocol within the School Admissions Policy to ensure that access to appropriate education is secured quickly for all children, especially those pupils whose placements are put at risk because they may be regarded as vulnerable, for a variety of reasons, and may experience delays in admission to school or find themselves unable to access a school place as a result.
- Where the reason for in-year transfer between Newport schools is cited as bullying, the School Admissions Team refer the details to the Assistant Head of Education (Engagement & Learning) for monitoring purposes.

How well have the agreed in-year admission procedures worked?

How many children have been admitted to each school under the procedures?

Have you identified an increase in numbers for in-year admissions, if so, what action has been identified to address the issue?

Newport's population is continuing to increase and with it the number of school age children. There has been a rise of 3,771 children in Newport schools between 2011 and 2024. Pupil population forecasts indicate that by 2029 there will be 14,017 primary school and 11,786 secondary school children in Newport, which represents an additional 536 children compared with 2024.

The total number of in-year applications received for community and voluntary controlled schools for 2023/24 was 2157, the highest ever, and well above the average of 1604 per year for the last five years. As always, almost half of all applications (44%) came from families moving into the city. 418 applications were received by the Governing Bodies of RC voluntary aided schools.

The level of surplus capacity in our schools is monitored by the Planning of School Places Group, but the in-year demand for school places continues to present a challenge in several geographic locations of the city and some year groups/schools/ clusters have few or no places available at all.

Despite the high volume of in-year applications and the pressure on capacity in certain pockets of the city, most in-year transfer requests were processed within the timescales set out in the statutory Code. However, the level of parental preference met for in-year transfer is considerably lower than at phase transfer. For 2023/24 the Council met only 47% of parental preference (first preferences).

Waiting lists are a direct result of the volume of parental requests received versus the level of surplus capacity in English-medium schools in Newport. At the close of the 2023/24 academic year, 622 pupils remained on the waiting list for one or more schools (excluding faith schools). Due to the turnover of places, regular reassessment of the waiting list is required, which significantly impacts the resources of the Team and can destabilize schools where pupils are placed temporarily whilst waiting for a place at the preferred school.

For the Council, 136 in-year admission appeals were received, during the 2023/24 academic year, 100 of which were heard and only 8% of those were upheld in favour of the parent. For RC voluntary aided schools, 37 appeals were heard, 22% of which were successful.

Please provide a short summary of the key admission issues identified for the area and how H the forum has addressed them?

- The number of late phase transfer applications (includes changes of preference after the closing date) continues to be an issue, causing delays in applications being processed and thereby increasing the possibility of pupils being refused places in their first choice or catchment schools. This causes uncertainty for pupils, parents, and schools during the transition process. In Newport the School Admissions Team are still processing late applications in September, which means that appeals run into October.
- High numbers of pupil mobility continue to cause pressure on places outside the normal admissions round in several geographic locations and some schools/ clusters have few or no places available at all. For those few schools with availability, this can lead to significant increases in cohort sizes during the academic year, which in turn lead to school staffing and budgetary issues.
- Where the Council is unable to accommodate parental preference, there can be significant knock-on effects including increased home to school transport provision and associated costs, difficulties for parents who may have children of similar ages in two or more schools, reduced attendance, and poor punctuality.
- The number of waiting lists held is a direct impact of the volume of parental requests received versus the level of surplus capacity in English-medium schools. The School Admissions Team operates an annual waiting list process and at the close of the 2023/24 academic year, 622 pupils remained on the waiting list for one or more schools (excluding faith schools).
- Due to the number of late phase transfer applications, the number of in-year transfers and the pressure on primary school places, the number of admissions appeals lodged also remains high. This puts pressure on staff in their capacity to prepare for and support these cases and appeals panels can often uphold a parental prejudice case on the basis that the alternative school offered is a considerable distance away from the home or cannot accommodate all the siblings within the family.
- The 2024 Data Cymru home education data collection reported a 42% increase for known home educated children in Newport on the census of 16th January 2024. The number of parents notifying the local authority of their intention to home educate their children in Newport rose from 249 in 2023 to 354 in 2024. On 23 October 2023, 342 children were known to be home educated in Newport.

The Admission Forum receives regular updates on all admissions matters and the position in terms of capacity is specifically monitored by the Planning of School Places Group. The Council has repeatedly tried to address the issue of late phase transfer applications through increased publicity, advertising and working with schools; however, numbers remain high.

Is there coordinated admission activity in your local authority?

**If so which admission authorities in your local authority area are participating?
Has it been successful/beneficial?**

No formal co-ordination currently exists between Newport admission authorities, but informal arrangements are undertaken by the Council where possible to minimize 'place-blocking', however these informal arrangements present a significant administrative challenge.

Following the introduction of the 2024 Regulations, the Council has begun the process of adopting a formally co-ordinated admissions scheme for admission arrangements in 2027/28.

School Admissions and Appeals

Name of School	Admission number	Number of applications	Number of parental preferences that were met	Number of successful applications	Number of appeals	Number of successful appeals
Alway Primary School	54	55	46	46	0	0
Bassaleg School	330	473	330	330	1	0
Caerleon Comprehensive School	248	269	246	247	0	0
Caerleon Lodge Hill Primary School	45	66	43	43	0	0
Charles Williams CiW Primary School	75	62	56	56	0	0
Clytha Primary School	30	89	30	30	0	0
Crindau Primary School	45	50	34	37	0	0
Eveswell Primary School	60	118	60	60	1	0
Gaer Primary School	60	97	60	60	1	0

Glan Llyn Primary School	60	74	56	56	0	0
Glan Usk Primary School	90	154	90	90	7	0
Glasllwch Primary School	30	115	30	30	4	0
High Cross Primary School	30	122	30	30	3	0
Jubilee Park Primary School	45	137	45	45	1	1
Langstone Primary School	45	72	45	45	0	0
Llanmartin Primary School	30	24	19	19	0	0
Llanwern High School	260	225	176	179	0	0
Lliswerry High School	240	229	171	180	0	0
Lliswerry Primary School	90	84	50	52	0	0
Maesglas Primary School	38	44	38	38	0	0
Maindee Primary School	70	93	63	68	0	0
Malpas CiW Primary School	45	31	19	21	0	0
Malpas Court Primary School	30	37	26	27	0	0
Malpas Park Primary School	30	60	30	30	2	0
Marshfield Primary School	60	56	50	50	0	0
Millbrook Primary School	45	34	28	29	0	0
Milton Primary School	90	58	52	52	0	0
Monnow Primary School	60	49	40	41	0	0
Mount Pleasant Primary School	30	124	30	30	5	0
Newport High School	203	223	188	195	0	0
Pentrepoeth Primary School	60	92	58	59	0	0
Pillgwenlly Primary School	90	66	58	60	0	0

Ringland Primary School	36	22	18	18	0	0
Rogerstone Primary School	60	154	60	60	1	0
Somerton Primary School	29	27	11	12	0	0
St Andrew's Primary School	90	118	90	90	1	0
St David's RC Primary School	30	36	30	30	0	0
St Gabriel's RC Primary School	30	22	21	21	0	0
St Joseph's RC High School	240	289	240	240	4	1
St Joseph's RC Primary School	30	48	30	30	2	1
St Julian's School	242	368	242	242	10	1
St Julian's Primary School	90	115	67	69	0	0
St Mary's RC Primary School	60	51	48	48	0	0
St Michael's RC Primary School	30	44	31	31	6	0
St Patrick's RC Primary School	30	30	30	30	0	0
St Woolos Primary School	45	61	36	36	0	0
The John Frost School	248	394	248	248	4	0
Tredegar Park Primary School	75	56	46	46	0	0
Ysgol Gyfun Gwent Is Coed	150	97	92	92	0	0
Ysgol Gymraeg Bro Teyrnnon	30	48	30	30	1	0
Ysgol Gymraeg Casnewydd	52	60	43	43	0	0
Ysgol Gymraeg Ifor Hael	30	48	30	30	0	0
Ysgol Gymraeg Nant Gwenlli	30	23	5	5	0	0
Total	4375	5593	3745	3786	55	3

What methods have the Forum used to promulgate any advice or decisions it has reached?

The minutes of all Admission Forum meetings, once agreed, are published on the Council's website, as are the Admission Forum annual reports.

Date Forum's advice published on Admission Authority's Website:

Please also provide the relevant link:

Signature: Louise Gresham (Secretary to the Forum)

Date: 30/11/2024

Please return the completed report by 30 November 2024