

Minutes

For: Admissions and Place Planning Forum

Date: 14.06.2023

Time: 15:30-17:30

Location: Video Conference

Attendees:

Chair

Councillor Joshua Garfield: Cabinet Member for Education, Skills and Lifelong Learning (JG)

Local Authority Officers

Jessica Juon – Head of Service, 0-25 SEND Service
Tracy Jones: Group Manager, Pupil Services (TJ)
Ada Egot: Commissioner Education Place Planning (AE)

Clerk

Kiran Parkash Singh: Admissions and Appeals Team Leader (Primary)

Representatives: Maintained primary schools

Diane Barrick: Head Teacher, Carpenters Primary School
Kate McGee: Head Teacher, Stratford Manor Primary School and Nursery

Representatives: Maintained secondary schools

Vacant

Representatives: Academy Primary Schools

Paul Harris: CEO Tapscott Trust
Keri Edge: CEO Agate Momentum Trust
Caroline Stone: Head Teacher, New City Primary School

Representatives: Academy secondary schools

Craig Hewitt: Head Teacher, Stratford School Academy
Peter Whittle: Associate Principal, Langdon Academy (Brampton Manor Trust)

Representative: Voluntary Controlled schools

Vacant

Representative: Infant and junior schools

Sine Brown: Head Teacher, Godwin Junior School

Representative: Nursery schools

Jo Aylett: Head Teacher, Edith Kerrison Nursery School and Children's Centre

Faith Representative: Catholic schools

Chris McCormack: Head Teacher, St. Bonaventure's

Faith Representative: Church of England schools

Matt Hipperson: Headteacher, St. Luke's Church of England Primary School

Representative Single Sex schools

Rachel McGowan: Head Teacher, Plashet School

Representative: University Technical Colleges

Geoffrey Fowler: Principal, London Design and Engineering UTC

Representative: Virtual School

Val Naylor: Executive Head Teacher

Representative: Alternative provisions

Sandy Davies: Head Teacher, Education Links

Apologies:

Anthony Wilson: CEO Newham Community Learning Trust

Councillor Mariam Dawood: Deputy Cabinet Member for Education

Caroline Stone: Head Teacher, New City Primary School

Ekhlas Rahman: Community Schools Trust

Emma Gleeson: Learning in Harmony Trust

James Dawson: Head Teacher, Winsor Primary School

Nuala Cashell: Our Lady of Grace Academy Trust

John Blaney: Assistant CEO, Royal Docks Academy (Burnt Mills Trust)

Peter Gibb: Head of Education Access and Infrastructure

Key

Secondary Head Teacher – SHT

Primary Head Teacher - PHT

Action Points

1. Spider diagram maps of year 7 admission offers

Local authority to produce spider diagram maps of year 7 September 2023 offers for the following;

- Parental preference offers
- EHCP offers

2. Admissions capping

Expression of interest timetable and process for admissions capping to be a substantive agenda item at the autumn 2023 admissions and place planning forum.

3. SEND Resource Provision placements

Local authority to provide the specific details of non-Newham resident children in Newham resource provisions and Newham resident children in out borough provisions.

4. Composite Prospectus featured schools

Stratford School Academy to be the featured school on the autumn 2023 edition of the We Are Going to Secondary School composite prospectus
Scott Wilkie Primary School and Carpenters Primary School be considered to be the featured school for the We Are Going To School composite prospectus. The decision to be based on the percentage of vacancies against school capacity.

Update: 15.06.2023

Scott Wilkie Primary School selected.

Local authority to contact selected schools to make arrangements for photoshoot.

5. Children Missing Education - Not entitled to education

Local authority to further explore the legal position of children in England whose immigration status means they are not entitled to state education.

Agenda Item 1. Welcome, introductions and membership

1. Chair JG opened the third forum of the 2022-2023 academic year by introducing himself. Apologies were forwarded for members who were unable to attend today.

Agenda Item 2. Minutes of last meeting & matters arising:

1. The minutes of the previous forum meeting were reviewed. All present confirmed that it was an accurate recording of the discussions.

1. The action points from the previous meeting were included on the forum agenda.

Re-designation of school status

1. Local authority officers contacted the DfE who confirmed that it was not possible to convert a mainstream school into a special school. The mainstream school must be closed, and a new special school established. Both processes need to be agreed separately.

2. The presumption process is the main route by which local authorities bring about the establishment of new schools. All new schools established through the presumption process are classified as free schools.

3. The presumption process sits alongside the central mainstream and special/alternative provision free schools programmes

4. The 'Making significant changes to an open academy' guidance advises that Academy trusts wishing to make changes to the type of provision offered, e.g. from mainstream to special or alternative provision (or vice versa), or providing pre-school childcare, should contact the department at the earliest point via an enquiry form. Consideration will also need to be given to whether the land permits the change or not.

Any questions? No

Normal admissions secondary school alternative allocations heat map

1. Three versions of the heat maps were presented;
 - a. Alternative allocations based on home address
 - b. Spider diagram showing home address and location of school allocated
 - c. Heat map detailing areas of the borough where children were allocated an alternative school.
2. TJ highlighted that the area where the majority of children were not allocated a preferred school remained Manor Park. Little Ilford School had been expanded but this is still not enough. Further expansion is not really an option due to space.
3. A PHT asked if the situation will get worse in the future in terms of the number of secondary school aged children?
4. Cllr Garfield advised that the situation in Manor Park is unlikely to improve. Whilst there has been a drop in demand for secondary school places across London, this has not been the situation in Manor Park.
5. A SHT stated that there is new development in the east of the borough albeit in its early stages. What impact will this have on demand? AE advised that the Royal Docks Enterprise area will be looked at once the developments are occupied. A primary school is already planned as part of the development but we will know more once further planning applications are approved.
6. The forum advised that the maps were a useful tool and requested others detailing how secondary offers for admission in September 2023 were carried out (see action points).

London Borough of Newham Admission Arrangements 2025

1. TJ advised that no comments/suggestions have been received to date. Unless there are any further suggestion, then the existing arrangements will roll forward for 2025.
2. A PHT added that the process for requests for capping admission numbers needs to be discussed at the next forum. Currently the process is being managed after each national offer day.
3. TJ advised that this can be discussed at the next meeting, but the forum will do so without knowing the reception numbers for admission in September 2024. The authority currently asks schools to submit their requests after primary national offer day so that they know the number of children joining them in September, by a deadline so that all requests can be considered at the same time rather than in isolation and informed decisions can be made.
4. This will be an agenda item at the next forum.

Composite Prospectus – Expression of interest/comments

1. TJ advised that no comments/ideas have been submitted in relation to the autumn 2023 editions of the composite prospectuses, which are in preparation now. Stratford School Academy will be the featured school in the We Are Going To Secondary School composite prospectus. A primary school for the We Are Starting School prospectus was still to be selected.

2. This was discussed further on the agenda.

Agenda Item 3. SEND Place Planning

1. AE presented this agenda item.

2. The SEND place planning data was being cleansed and forecasts will feed into the update of the borough's Places for All strategy. This will set out how the Council will ensure there is sufficient education provision places for children with complex SEND. This will be aligned to Newham's SEND Commission Report recommendations.

3. Based on the 2022/23 SEN2 census, there are 2513 children and young people aged between 0-25 in Newham with an EHCP. 1945 are of statutory school age and 72% of these are in mainstream setting either in Newham or out borough.

4. 1031 of the children in reception through to year 11 have ASD as their primary need. ASD and SLCN needs is the fastest growing SEND need in the borough.

5. In addition to the children with EHCPs, 562 children and young people aged between 0-18, without an EHCP are in receipt of High Needs funding. 556 are in reception through to year 11.

6. The number of children/young people with an EHCP has increased since 2018/19.

Academic year	Cognition and Learning					Communication and Interaction		Social & Emotional Mental Health	Sensory and/or Physical				No Specialist Assessment/OTH	Total School aged pupils with EHCPs
	CLN	MLD	PMLD	SLD	SpLD	ASD	SLCN	SEMH	HI	MSI	PD	VI	OTH	
2018/19	11	9	70	23	18	237	29	69	22	0	10	9	4	511
2019/20	7	17	96	39	17	453	61	99	37	1	23	12	13	875
2020/21	0	54	104	41	19	622	89	114	48	1	38	17	13	1160
2021/22	3	76	105	51	18	767	141	157	46	1	46	20	0	1431
2022/23	8	131	112	57	26	1031	257	177	49	2	75	20	0	1945

7. The percentage of reception – year 11 pupils with an EHCP has trebled since 2019. This is likely to be as a result of Newham's historic approach of funding through high needs funding.

8. The highest rate of new EHCPs plans issued in a single year was in 2022. This was a result of the increased investment in SEND and therapy services, alongside the completion of overdue assessments.

9. The highest growth increases has been in ASD and SLCN needs, which has seen an increase of 79% from 2018/19 – 2022/23 in both need types.

10. The table below shows the type of educational setting children/young people with an EHCP have attended since 2018/19

Education Provision Setting	2018/19	2019/20	2020/21	2021/22	2022/23
Mainstream	259	503	700	973	1399
Maintained Special School	107	160	175	163	219
Non-maintained Special School	6	4	16	17	22
Resource Provision	102	146	207	206	223
Independent Provision	11	22	21	27	27
Alternative Provision	17	37	32	33	42
Elective Home Education	9	3	9	13	13
Total	511	875	1160	1432	1945

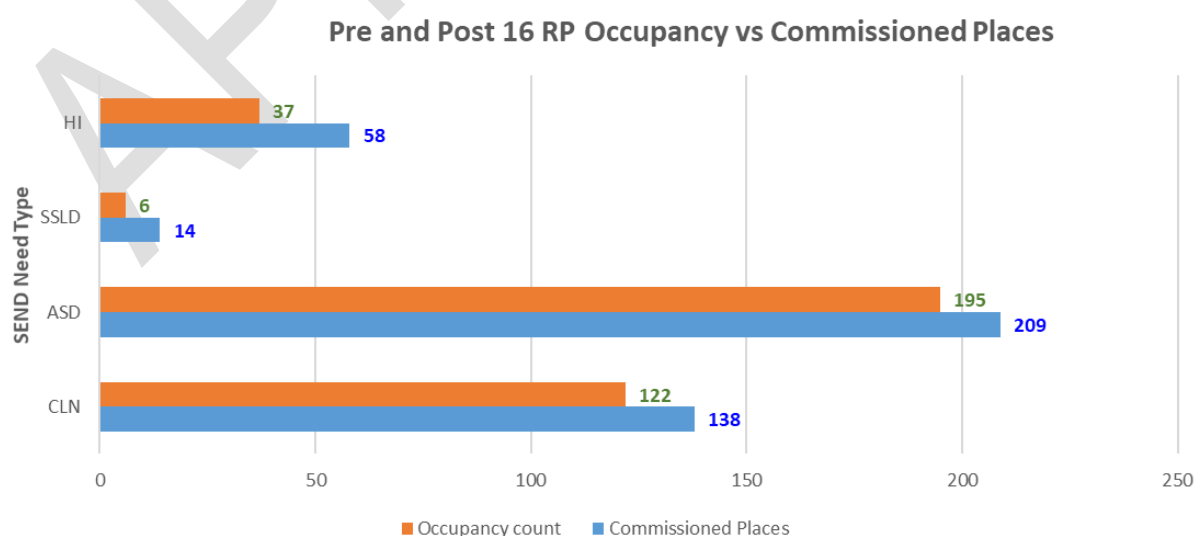
11. The highest numbers of pupils with EHCPs are within mainstream schools. But there has been a year on year growth of pupils attending an out borough non-maintained and independent provision.

12. Pupils attending additionally resourced provisions have also increased over time as commissioned numbers increased. There are 8 out borough primary pupils in a Newham resource provision (RPs).

13. Newham currently has 25 RPs across education provisions from nursery through to post 16.

SEND Need Type	Number of RP Units
Complex Learning Needs (CLN)	10
Autistic Spectrum Disorder (ASD)	12
Severe Speech & Language Difficulty (SSLD)	1
Hearing Impairment (HI)	2

14. The graphic below shows the occupancy count against commissioned places. The data shows there is still capacity in RPs. However, it should be noted that the occupancy level is likely to be higher as schools are not recording pupils as attending an RP on their MISs during the annual census count.



15. Currently there are 562 children/young people in receipt of high needs funding without an EHCP. JJ advised that this was not a particularly high number and it is likely that not all children with high needs funding will be issued with an EHCP.
16. AE completed her presentation advising that the authority was data cleansing the latest number of EHCP which will lead to the production of a full 0-25 SEND forecast.
17. These forecasts will help determine the additional specialist placements that will be required beyond the current commissioned provision and will further support the development of the borough's local inclusion plan.
18. The DfE has asked local authorities to produce forecasts of the demand of specialist SEND places. This will need to be broken down by the type of provision needed over the next five years.
19. This forecast will assist the DfE to explore options for developing their funding methodology and ensure that it is targeted to the right type of provision needed. It is important therefore, that the forecasts are accurate as possible.
20. The revised forecasts will be presented at the 2023 autumn term forum where the next round of expression of interest for additional specialist placement will be discussed.
21. A PHT asked why there were 8 children who do not live in Newham in a RP in the borough, when Newham does not have sufficient SEND places.
22. JJ advised that it was possible some children were placed in an RP when they lived in the borough but then subsequently moved out of Newham. Alternatively, families of children with EHCPs who live outside of Newham made a request for a place. Other boroughs can consult or direct a school to admit. The law makes it very difficult to challenge such requests. However, it does work both ways. Newham children with EHCPs can also be placed in non-Newham schools.
23. A SHT stated that the data also need to be consider children without an EHCP placed in alternative provisions, as they are placed by the alternative provision team and not by the 0-25 SEND Service. If the child is dual registered they would appear on the mainstream school forecast. If they are single registered then they are on the AP forecast. It is important high needs funding agreements are converted to EHCPs to ensure more accurate forecasts.
24. A PHT added that schools are overloaded and there is a lot of pressure on SENCOs to apply for EHCPs in order to obtain funding to support children. Schools do not have the time to apply for EHCPs which will have an impact on the data and forecasts. The process of EHCPs needs to start when children are in early years settings.
25. JJ advised that work is being done with Early Years to identify children in pre-school settings and carry out EHCP assessments more timely. The 0-25 SEND Service is also looking at putting in more support for rising fives who do not have an EHCP or high needs funding. There is a need to strengthen the work carried out with schools at normal transition points and the service is reviewing how this happens.
26. The borough's SEND service is investing a further £1 million to support SEND delivery

27. A SHT stated that the overall data has shown an increase in the demand for SEND provision. It would be helpful if the data was broken down into year groups which will help schools identify the numbers moving with each intake.

28. AE advised that the breakdown of the data into year groups will be part of the next step of the modelling.

Agenda item 4. Children Missing Education – offers/allocations non-starters

1. TJ presented this item. DfE have advised that children missing education (CME) should be a key priority for local authorities and schools who are expected to follow the 2016 statutory guidance. Local authorities are now required to submit a data return of the number of children not in education. Children missing out on education (CMOs) are also to be included as are non-starters (children offered a school place but have not yet started).

2. It is concerning that so far this academic year the local authority has not received any school attendance orders (SAO) for non-starters. Once a school is named, they become responsible for admission or following the statutory process should the child not start. For the majority of non-starters, a CME referral or SAO has not been received by the borough's CME service.

3. The local authority is relaunching the CME processes from September. Schools will be expected to complete new referral forms (depending on the nature of the referral). Details of the new process will be circulated to schools before the end of the academic year. Schools will also be sent a list of their non-starter children and will need to contact parent/carers with minimal delay to investigate, arrange admission or follow the statutory processes should they not be able to contact the family, or they refuse to accept the place.

4. A PHT advised that at times when a child transfers to another school there is a delay in the being admitted. This can cause problems when there has been breakdown in relationship with the current school. Is there a specific timescale within which a child should be admitted? TJ advised that there is no timescale set in law by schools should be admitting as soon as possible. Families can agree a start date with the new school providing the child is in education elsewhere in the meantime.

5. A SHT asked if there will be a checklists that schools will need to follow before submitting a CME referral. TJ confirmed that there is, and schools must ensure they check they have actioned everything on the list before completing the referral.

6. Providing the referral form has been completed correctly, the local authority will aim to provide advice to the school within five days.

7. TJ advised that the slides presented today will be circulated when the new process is launched.

5. Standing items

a) New academy conversions and proposed new free schools

1. TJ advised that there were no new conversions and none currently planned.

b) Proposed consultations for September 2025 entry.

1. TJ advised that the authority had not been contacted by any own admission authority schools proposing changes to their arrangements for 2025 entry.

c) New Department for Education guidance

1. [School uniforms](#). TJ advised that new guidance has made it clear that schools must ensure their uniform items are accessible and affordable. Branding is unnecessary and there is no need for a single contracted supplier. It should be possible for families to purchase uniform items from low cost retail outlets.
2. [Foreign nationals](#). DfE guidance states it is for parent/carers to ensure that their child has a right to education in England and it is not the responsibility of the school to check whether the child is entitled to education. There is however a question that if a child does not have the right to education, would they be classed as CME? This will be checked with the DfE.
3. [Summer born admissions – Advice for parents](#). The DfE has issued updated advice on summer born admissions for parent/carers. The advice for parent/carers suggests they make informed decisions by researching whether it is in their child's best interest to defer admission to the following academic and outlines who they should contact to make those decisions.
4. It also provides advice as to what parent/carers should do if they seek to change school if a summer born deferment has been previously agreed, either as a mid-phase transfer or normal point of entry, e.g. starting secondary school

c) Annual item: composite prospectuses

1. TJ advised that work had started on the annual composite prospectuses September 2023 edition. Stratford School Academy had been selected to be the featured school on the We Are Going To Secondary School prospectus. A primary school was still to be identified for the We Are Going To School prospectus.
2. the head teachers of Carpenters Primary School and Scott Wilkie Primary schools nominated their schools to be featured. The decision on which school will be chosen will be based on the percentage of places the school has vacant against their admission number.
3. After the meeting, this was checked and Scott Wilkie Primary School was selected.

5. Any other business

JG advised the forum that this was Sandy Davies last forum as she is retiring. Sandy was thanked for her hard work and contribution to the forum as well as to the families of Newham.

Meeting Closed 17:30

End.

Dates of 2023/24 meetings:

13 November 2023

11 March 2024

10 June 2024