



MINUTES OF THE MEETING OF THE ADMISSIONS COMMITTEE

Wednesday 6 January 2021 at 6.00 pm

Venue: Microsoft Teams

Present:

Mr P Nagle	(PN)	Trustee, Chair of Trustees
Mr C Wakefield	(CWA)	Executive Principal
Mr S Watterston	(SW)	Trustee
Mrs C Whitaker	(CDW)	Trustee, Chair HR Committee

In attendance:

Mrs R Clark	(RCL)	Interim Joint Head of Academy
Mrs K Redmond	(KR)	Clerk to Trustees

Apologies:

None received

This group was quorate for the purpose of resolutions

Item	Topic	Minute
1.	Welcome and apologies for absence	Noted.
2.	Election of Chair and Vice-Chair	a) For the role of Chair, SW nominated PN, seconded by CDW and AGREED unanimously. b) For the role of Vice-Chair, CDW nominated SW, seconded by PN and AGREED unanimously.
3.	Minutes of the meeting held on 17 December 2019	The minutes of the meeting held on 17 December 2019 were AGREED.
4.	Matters Arising	None.
5.	Declaration of Business Interests	There were no new declarations of business interests and no Trustee recorded any conflict of interest with the items on the agenda or the receipt or giving of any gifts or hospitality since the last meeting.
6.	To receive a report on the applications process for September 2021 and to consider any specific queries	Trustees NOTED the detailed report circulated by RCL and in particular that the date of this meeting had to be changed from December due to notification by the local authority that secondary ranking lists had been delayed by the London Boroughs who had decided to allow changes to applications up to 10 December and therefore the return date was extended to Friday 8 January. RCL advised that the academy's published admissions criteria was used to determine rankings and in particular

		<p>that there had to be a reasonable expectation that the sibling would be attending the academy at the start of the academic year the applied child commences in September 2021.</p> <p>PN queried the timing of the College application process in order to make an informed choice with regard to sibling links. RCL advised College applications have been submitted into two parts and the first part has been completed by the students regarding their preference for Post 16 destination. CWA confirmed that the Admissions Code had been followed and is consistent with the process from previous years.</p> <p>Trustees AGREED that the Published Admission Number (PAN) for September 2021 is 295 as the academy is at capacity. Education and Health Care Plans (EHCP) and appeal applications may increase this number. The local authority will be informed of this decision.</p> <p>RCL advised that the current Year 7 has 311 students as a result of appeals and there is a waiting list. There has been a significant increase in applications which will increase the number of appeals for places at the academy. In total, there are 601 applications this year compared with 483 applications last year. RCL stated that there is a higher level of Looked After Children applying of which only three out of seven are in catchment. CWA advised that it was important to note the increase in the number of applications in first and second choice preferences from the Dengie peninsula.</p> <p>SW asked if there was a high drop out rate of first choice applications following the national offer day on 1 March. CWA advised that first choice preferences attrition does not move ie the data provides a solid and accurate picture.</p> <p>Trustees' considered each of the ranking queries in turn and AGREED the correct criteria for each one which was recorded on the summary document by the Clerk as the rationale was outlined.</p> <p>Trustees thanked RCL for her clear and concise report.</p>
7.	To approve the ranking process by the school	Trustees AGREED that the ranking process had been conducted according to protocol and in accordance with the published Admissions Policy. It was NOTED that this takes applications to those within category 4.
8.	To approve the applications for admission to be offered	The Local Authority, as admissions co-ordinator, will offer places initially up to and including applicant 295 on the verified list.

9.	To receive feedback following the consultation for the proposed Admissions Policy for entry to Plume Academy in September 2022	<p>RCL advised that the academy has completed the six-week consultation period which ran from Monday 19 October 2020 to Monday 7 December 2020 excluding October half term.</p> <p>As of 29 December 2020, the Clerk had received no responses to the consultation information circulated.</p>
10.	To note the Admissions Policy and College Admissions Policy for 2021-22 and 2022-23	<p>The Admissions Policy and College Admissions Policy for 2021-22 and 2022-23 were NOTED following approval by Chair's Action on 18 October 2020.</p> <p>SW asked if any consideration should be given to Centre Assessed Grades (CAGs) which will be carried out due to Covid-19 measures in regard to College applications. CWA advised that RCL will apply professional judgement and fairness to guidance discussion meetings for students on a bespoke basis.</p>
11.	To ratify the Admissions Policy and College Admission Policy for 2021/22	<p>The Admissions Policy was APPROVED for 2023-24</p> <p>The College Admissions Policy was APPROVED for 2023-24.</p>
12.	Any Other Business	<p>1. Year 7 EHCPs for September 2021</p> <p>RCL advised that, as of 30 December 2020, and of the five Plume Academy consultation requests received, the academy has responded positively to four EHCP consultations as shared with Plume Academy. One request received a written refusal letter as there was no place to allocate.</p> <p>The academy is waiting for eight or more further consultation requests for admission. This is hugely dependent on existing reassessments or fresh applications made by relevant stakeholders.</p> <p>To receive 13 potential EHCP applications at this point in the academic year is high; there are currently eight EHCP/Individual Pupil Resourcing Agreement (IPRA) students in Year 7 and 38 in total in the academy. There are concerns about the capacity to support these students which has been raised with the appropriate external agencies.</p> <p>2. Appeal Hearings</p> <p>RCL referred to the number of appeals received by the academy, the process, background and outcomes for each one. RCL outlined the costs involved in the process whether or not the academy is successful. RCL NOTED that the parent can apply again once in the next academic year.</p>

		<p>RCL noted there were a large number of late applications which resulted in families who were in catchment with siblings not being offered a place as the academy was full.</p> <p>Trustees thanked RCL for the detailed information and advised they would welcome an update to the outcome of the upcoming appeals in due course. Trustees also recognised the huge amount of time appeals take.</p> <p>RCL thanked CWA for his support with preparing for the appeals.</p>
13.	Confirmation of confidential items	None.
14.	Date of next meeting	To be confirmed

Meeting closed at 7.35 pm

Actions

Date of Meeting/ Item number	Topic	Minute	Completed
06.01.21 Agenda item 12	Admissions Appeals	RCL to provide a summary regarding admissions appeals at the appropriate time.	