

# MINUTES OF THE ADMISSIONS COMMITTEE

Monday 9<sup>th</sup> January 2017  
6pm

## Venue: Small Conference Room

**Chairman:** Mrs J Binder

**Governors Present:** Mrs J McKinnell  
Mrs D Thomas

**In attendance:** Mrs R Crang (Vice Principal)

**Clerk:** As the Board is currently seeking a new clerk Mrs J Binder agreed to produce brief minutes. In this exceptional circumstance and given the time pressure of making a return to the LA, Trustees agreed that this was an appropriate way forward

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*The group was quorate for the purpose of resolutions*

### 1. Welcome & Apologies for absence

No apologies for absence were received.

### 2. Declaration of interests

No declarations of interests were received.

### 3. Admissions Policy & remit of the Admissions Committee

The Academy Trust is the admissions authority and may set its own Admissions Policy with appropriate reference to the Admissions Code. Administrative co-ordination of the offer of places is managed by the Local Authority (LA). The Committee must verify that the ranking of applications for entry into Year 7 in September 2017 has been carried out by the school accurately and in accordance with the oversubscription criteria in the school's Admissions Policy.

### 4. Summary of actions taken by the school

A timetabled summary of actions taken to date by the school and LA was tabled by Mrs Crang (Appendix 1). It was noted that a final list of applicants was not received from the LA until 14<sup>th</sup> December 2016 and in common with other secondary schools it was not possible for the academy to complete all the necessary checks and convene an Admissions Meeting before the end of term.

The following was noted in relation to the ranked list as of 9<sup>th</sup> January 2017

- The school has applied criteria in relation to the Admissions Policy as published in the LA guide for parents and carers: 'Secondary Education in Essex: your guide to transferring from primary to secondary school 2017/18' (Appendix 2).
- All applicants naming Plume as one of their preferences on the Common Application Form (CAF) have been considered against the oversubscription criteria

- The LA is responsible for checking applicants' proof of residence
- The school checks stated sibling links against internal data
- The school checks stated staff links against payroll evidence
- The LA supplies a calculation of the distance criteria at cost
- Children with a Statement of SEN naming the school may override the oversubscription criteria outlined in the Admissions Policy
- In the event a school place is not offered, there is always the right to appeal
- The school must maintain a waiting list after 1<sup>st</sup> September and for the first term of Year 7 as a statutory requirement (Plume School maintains waiting lists for all 'full' year groups)

The final list of applicants placing Plume as one of their preferences was 456. Of this number:

- 6 are designated as 'looked after'/'previously looked after' children
- 92 reside within the priority admissions area (PAA) with a sibling link/links at the school
- 1 is designated as a child of school staff to be ranked as criterion 3 (2 other applications relating to children of staff will be ranked as criterion 2 – residing in the PAA with a sibling at the academy)
- 207 reside within the PAA with no siblings at the school
- 5 are residing outside the PAA but have a sibling link/links at the school
- 145 reside outside the PAA with no siblings at the school

The breakdown showing the number of preferences for Plume 2017-18 is as follows:

1 <sup>st</sup>	257
2 <sup>nd</sup>	95
3 <sup>rd</sup>	55
4 <sup>th</sup>	23
5 <sup>th</sup>	13
6 <sup>th</sup>	11

#### **5. Admissions to the school in September 2017**

The Admissions Committee verified that the academy had undertaken all appropriate checks and had agreed with the LA a deadline of 6<sup>th</sup> January for the return of the ranked list.

Trustees asked for verification of the wording about a sibling link where the sibling is currently in year 13 and will not return to the academy in September 2017 to confirm that the sibling link priority does not establish a priority placement on the ranking list in this circumstance.

There were no application anomalies to consider and after verifying that SEND and LAC priorities had been identified correctly and that the other ranked applications conformed to the oversubscription criteria, Trustees agreed that the academy had undertaken the process effectively.

It was noted that a PAN of 295 would leave 11 applications from within the PAA – oversubscription criterion 4 – potentially without an offer of a place.

The published admissions number (PAN) for the school in September 2017 is 295. The Committee agreed that the ranking process had been conducted according to protocol and in accordance with the school's published Admissions Policy. The LA as admissions coordinator will offer places initially up to and including applicant 295 on the verified list.

**The meeting closed at 5.35 pm**