



## MINUTES OF TOWER HAMLETS ADMISSION FORUM

Wednesday 13<sup>th</sup> June 2018 10.00am

Venue: Canary Wharf College Glenworth  
Saunders Road E14

### Members:

1. Dee Bleach (DB)	Primary Community Schools
2. Terry Bryan (TB)	Head of Pupil Services and School Sufficiency*
3. Sue Ward (SW)	Free/Academy Primary Schools*
4. Penny Harvey (PH)	The London Diocesan Board for Schools*
5. Jenny Miller (JMi)	Parents Advice Centre
6. Abdul Quddus	Early Years*
7. Lynn Cottle (LC)	Nursery Schools*
8. Shahanur Khan (SK)	Collective of Bangladeshi Governors
9. Salma Mahbub (SM)	Parent Governor Representative
10. Dennis Jenner (DJ)	LA Education Appeal Panel Member*
11. Shahana Begum (SB)	Parent Carer Council Representative
12. Neherun Nessa Ali (NA)	Parent Carer Council Representative
13. Mary Ryan (MR)	Archdiocese of Westminster*
14. Sarah Counter (SC)	Free/Academy Secondary Schools*
15. Patrice Canavan (PC)	Secondary Community Schools*
16. Mafijur Rab (MRa)	Council of Mosques
17. John Bradshaw (JB)	Head of Pupil Referral Unit
18. Elizabeth Dickson (ED)	Primary Voluntary Aided Schools*
19. Robert Hullet (RH)	Secondary Voluntary Aided Schools*

*\*indicates present at meeting*

### Observer:

Paramjit Bhutta (PB) Secondary Free/Academy School\*

### Officers present:

Lisa Stidle (LS) School Organisation & Place Planning Manager  
 Mohammad Ahmed (MA) Primary Admissions Operations Manager  
 Kelly Mack (KM) - Clerk Secondary Admissions Operations Manager

### Actions by

1.	<b>Apologies for Absence</b> Apologies were received from Salma Mahbub (SM) who is recovering from recent surgery	Clerk
2.	<b>Declaration of Interest</b> This item gives opportunity for forum members to declare an interest in any agenda item which directly affects the school at which they are a governor, member of staff or which their children attend, or in which they might have a direct pecuniary interest.	Clerk
3.	<b>Minutes of meeting held on 7<sup>th</sup> March 2018</b> <ul style="list-style-type: none"> <li>The minutes were accepted as an accurate record of the meeting</li> </ul>	Clerk
4.	<b>Matters Arising</b> <ul style="list-style-type: none"> <li>none that are not covered under the agenda</li> </ul>	Chair

5	<p><b>Pupil Place Planning Update – Primary Review Advisory Group (PRAG) Update:</b></p> <p><b>Primary Review Advisory Group (PRAG)</b></p> <ul style="list-style-type: none"> <li>• TB advised that there had been three meetings of the PRAG. A position paper had been sent to all Heads and Chairs of Governors. Responses had been positive and Heads were happy with the strategic management and solutions being considered. Further discussions will be taking place with schools in scope. TB advised that the driver was the need to reduce the excess of surplus places, whilst ensuring the schools sustainability and ability to maintain good quality education and standards. The current position with school rolls was causing a tense and pressurised situation with the unintended consequence being increasing competition between schools to fill places. The LA wants to remove this sense of competition and lead to a more collaborative approach between schools moving forward.</li> </ul> <p><b>Pupil Place Planning</b></p> <ul style="list-style-type: none"> <li>• <b>Wood Wharf 2FE planned for 2022</b> - agreed in principle to enter into a lease for the premises (shell and core of which will be provided by the site developer) to allow school to open from September 2022 – LBTH will manage fitting out of building from June 2021 and conduct a Free School Presumption (FSP) process to identify the education services provider. Funding of £5m has been agreed from a combination of DfE basic need grant and Section 106 (developer contribution monies) to complete the fit-out.</li> <li>• <b>Alpha Square 2FE planned for 2022</b> – decision pending by LA. TB advised that the LA was looking to expand schools in the Isle of Dogs and Poplar areas before looking at new sites.</li> <li>• <b>Westferry</b> – still in negotiations with developer, but still planned for 2022..</li> <li>• <b>London Docks</b> – planned for 2022. Developer working on designs. The LA will take decisions based on ways to improve the educational offer locally</li> </ul>	TB  LS
6.	<p><b>Coordinated Admissions 2018 Intake</b></p> <p><b>Secondary Transfer 2018:</b> Report on current offers and appeal outcomes tabled.</p> <ul style="list-style-type: none"> <li>• KM noted the current total offers for each school – it was noted that Wapping High School, London Enterprise Academy and Raines Foundation Schools had received a significantly lower number of applications this year.</li> <li>• DJ asked whether parents were applying to just one school – KM advised that as a result of advice from school staff and pupil services that this was not a significant problem in Tower Hamlets.</li> </ul> <p><b>Primary Admissions 2018:</b> Report tabled</p> <ul style="list-style-type: none"> <li>• MA noted the offers for Reception and the vacancy situation across the borough.</li> </ul>	

	<ul style="list-style-type: none"> <li>• SW noted that some of the schools that had lower numbers of offers were not in scope for the Pupil Review Advisory Group (PRAG). LS advised that this was mainly because the schools concerned were the only ones of their type in the area – for example, faith schools.</li> <li>• TB noted that children applying for Reception places with significant additional needs that had not yet been assessed for an Education, Health and Care Plan (EHCP) were a challenge for schools and the LA. SW advised that the High Needs review would lead to an agreed set of principles to address this issue. This would be in place by next year and she would update the AF.</li> </ul> <p><b>Nursery 2018 – update from Nursery Working Group (NWG):</b></p> <ul style="list-style-type: none"> <li>• MA and LC advised the forum that the NWG and pupil services were producing communication materials to ensure that parents were aware of the changes to the application process and that pupil services had planned sessions in the borough’s Idea Stores and Childrens Centres to explain the process for primary and nursery staff. The information, together with guidance, will be issued to schools by July and the new nursery admissions brochure would be published in September.</li> <li>• AQ advised that Early Years were currently working on a business model that combines childcare and nursery provision. Guidance on nursery funding formula was being developed and would be circulated to schools in the Autumn.</li> <li>• LC noted that some schools and headteachers were concerned about the coordinated process and how it would work in practice. TB replied that coordination had been agreed and the focus should now be on schools and the LA working together to ensure that the new policy was a success and delivered better outcomes for parents and children.</li> </ul>	
7.	<p><b>Free Schools and Academies</b> – report tabled</p> <ul style="list-style-type: none"> <li>• The latest pupil roll position across primary and secondary schools in the borough was noted by the AF.</li> </ul>	TB
8.	<p><b>Report to the Office of the School Adjudicator</b> - Report circulated in advance of the meeting</p> <ul style="list-style-type: none"> <li>• TB asked for any comments to be notified by 28 June so the report can be submitted.</li> <li>• DJ asked whether there are any issues arising from children deferring their Reception places and whether there was a knock on effect on secondary transfer. TB advised that very few children remained out of their year group through to Y6 and this therefore did not have a significant effect on Year 7 transition..</li> <li>• DJ asked if cross borough applications for children with Education Health and Care Plans (EHCP’s) had been an issue for Tower Hamlets. TB responded that the number of cross borough applications was relatively low for Tower Hamlets as compared with the rest of London. The proportion children with EHCPs was also very so this was not a significant issue for Tower Hamlets..</li> </ul>	TB

9.	<p><b>AOB</b></p> <ul style="list-style-type: none"> <li>• <b>LBTH Admissions Prospectus for 2019</b> – it had been decided to continue print copies of the admission booklets for each child for all three points of admission, nursery, reception and secondary transfer.</li> <li>• <b>Bow School – proposal to reduce the PAN from 270 to 240 from 2020.</b> Agreed to consider further at next meeting. There is a new Head in post and there may well be a different view on this going forward.</li> <li>• <b>Admission to Own Admission Authority (OAA) Schools – MA</b> advised that some OAA schools were not following the in year transfer timetable and were considering the completion of a supplementary information form (SIF) as an application. ED asked for information on the schools concerned – details also being sent to MR/PH and SW</li> </ul>	
10.	<p><b>Date, time and venue of next meeting</b></p> <p style="text-align: center;"><b>Wednesday 3<sup>rd</sup> October 2018 – 10am</b> <b>St Peter's London Docks</b></p>	Clerk