



MINUTES OF THE MEETING OF THE ADMISSIONS COMMITTEE

Monday 11 December 2023 at 6.00 pm

Venue: Conference Room

Present:

- Mr T Bailey (TB) Trustee, Chair of Trustees
- Ms J Ellum (JE) Trustee
- Mr M Howell (MH) Trustee, Chair of Admissions Committee
- Mrs K Mehrtens (KM) Trustee
- Ms L Smart (LS) Trustee, Chair of HR Committee

In attendance:

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

Apologies:

n/a

This group was quorate for the purpose of resolutions

Item	Topic	Minute
1.	Welcome and apologies for absence	Noted.
2.	Election of Chair	For the role of Chair, LS nominated MH, seconded by TB and AGREED unanimously.
3.	Minutes of the meeting held on 12 December 2022	The minutes of the meeting held on 12 December 2022 were AGREED.
4.	Matters Arising	Trustees NOTED that there were no matters arising.
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.	Terms of Reference	Trustees APPROVED the Terms of Reference.
7.	Appeals Hearing Outcomes	Trustees RECEIVED: <ul style="list-style-type: none"> 1. Admissions and Appeal Report - September 2022 to July 2023 2. Admissions and Appeal Report – September 2023 to 22 November 2023 noting that no appeals had been heard up to 22 November 2023. Trustees NOTED that the reports outlined the data for mid-year admissions, enquiries for places, incomplete admissions, places offered and the reasons behind the offer, places refused, leavers (including Elective Home Education) and current waiting list.

		<p>Appeals will be considered case by case and being mindful of the costs involved in the academy making an appeal.</p> <p>JE referred to the increased number of elected home educated students and queried whether they were taken off roll once that decision had been made and would that cause more leavers and returners.</p> <p>RCL advised that the students were taken off role once the decision had been made to home educate and the attendance criteria had been applied to them. There could be more returners as Essex County Council (ECC) promptly checks the home provision, however, it can take some time for the student to go back on roll as they only do so when they arrive at the academy.</p> <p>MH queried whether parents can only elect once to home educate.</p> <p>RCL advised that parents can elect to home educate multiple times.</p>
8.	To receive a report on the applications process for September 2023 and to consider any specific queries	<p>Trustees AGREED that the Published Admission Number (PAN) for September 2023 is 295.</p> <p>Education and Health Care Plans (EHCP) and appeal applications may increase this number. ECC will be informed of this decision by the deadline of 15 December 2023.</p> <p>Trustees NOTED:</p> <p>a) a number of queries were raised with ECC particularly regarding dates of birth and was assured by ECC that those out of year group for their date of birth should remain as such from primary school.</p> <p>JE queried whether those held back in primary school were mainly the younger children in a year group.</p> <p>RCL confirmed that was mainly the case but primaries were also offering greater flexibility and it was for ECC to manage that process.</p> <p>JE queried whether students were held back at the academy.</p> <p>RCL confirmed that students were not held back and the Admissions Policy states that we do not admit out of year group.</p> <p>b) ECC request that the Plume Academy takes an additional 15 places for September 2024, the concerns raised by RCL in considering this request and the recommended actions.</p> <p>Trustees AGREED to take an additional 10 places only if ECC agreed to forward fund those places, potentially reducing the number of appeals; at a cost of £170 per appeal.</p>

		<p>c) detailed Year 7 Applications report for September 2024 and the comparison data for applications and National Allocation Offer Day Allocations for September 2023</p> <p>d) year on year comparisons from 2018 which provided some indication of admission trends including preferences</p> <p>e) grid of submitted applications for ranking from 1st to 6th preference</p> <p>f) the PAN of 295 takes for 2024 currently takes applications from within 3.4 miles of the academy</p> <p>g) the PAN criteria was used to determine rankings and outlined the admissions criteria. The total number of applications for admission in September 2024 was 598</p> <p>h) every application form had been checked.</p> <p>Trustees considered each of the ranking queries in turn and AGREED the correct criteria for each one with reference to the approved admissions criteria within the Admissions Policy and which was recorded on the summary document by the Clerk.</p> <p>Trustees thanked RCL for her clear and concise report.</p>
9.	To approve the ranking process by the school	<p>Trustees AGREED that the ranking process had been conducted according to protocol and in accordance with the published Admissions Policy.</p> <p>It was NOTED that this takes applications to those within category 4 'in catchment'.</p>
10.	To approve the applications for admission to be offered	ECC, as admissions co-ordinator, will offer places initially up to and including applicant 295 on the verified list.
11.	To approve the Admission Policies and Admission (College) Policies	<p>1. Trustees APPROVED the Admission Policy for 2025-26 with minor changes to be ratified by the Board of Trustees on 13 December 2023.</p> <p>2. Trustees APPROVED the Plume College Admission Policy for 2025-26 with minor changes to be ratified by the Board of Trustees on 13 December 2023 subject to the final version being circulated.</p>
12.	Year 7 Education and Health Care Plans (EHCP) applications for September 2024	<p>Trustees NOTED:</p> <p>a) Year 7 EHCP applications for September 2024 were now at 11, rather than 9 as listed within the report and could be higher on appeal</p> <p>b) comparison data from 2021/22</p> <p>c) current number of EHCPs in Year 7 was 5</p> <p>d) there were 41 EHCPs in total in the academy including 6 at Key Stage 5. There were 7 students awaiting assessment</p>

		<p>from an Educational Psychologist and were gathering evidence for an additional 8 students that were at different stages in the Assess Plan Do Review cycle.</p> <p>Trustees thanked RCL, supported by Mrs Harris, for the excellent report.</p>
13.	Any Other Business	There were no matters of Any Other Business.
14.	Confirmation of confidential items	None.
15.	Date of next meeting	9 December 2023

Meeting closed at 7.15 pm

Actions

Date of Meeting/ Item number	Topic	Minute
n/a		