

No.	Recommendation	Responsibility	Date	Evidence of progress Presented to Committee September 2016	Assessment of progress Categories 1-4	Evidence of progress Presented to Committee 28 June 2017	Assessment of progress Categories 1-4
3.	That the approach taken by the local authority regarding annual consultation on determination of admissions arrangements should continue	Jane Wright/ Darren Coulton	February 2017	On track and will take into account any revised admission numbers.	2 – On track	This was met and took into account any revised admission numbers	1 – although this work will continue annually
8.	That timely reporting on admissions numbers and preferences be agreed with head teachers	Jane Wright/Darren Coulton	On-going	Regular information was shared with head teachers throughout the admissions process for September 2016. The system will be repeated for September 2017.	2 – On track	Regular information was shared with head teachers throughout the admissions process for September 2017. This approach will continue every admissions round going forward.	1 – although this work will continue annually
9.	That workshops with parents should take place to explain the equal ranking system at Children’s Centres, nurseries and primary schools as part of an improved programme of communication with parents	Jane Wright/Darren Coulton	On-going	Consultation meetings were held in children’s centres and primary schools and feedback from those has influenced the information offered to parents for the September 2017 admissions round. The Admissions Team plan to meet with ‘Admissions	2 – On track	There has been a significant drop in the number and type of parent / school queries during 2017 admissions round. This is due to Officers attending a greater number of secondary open evenings to provide support to families.	1 – although this work will continue annually

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				<p>champions' from primary schools in particular. Staff will also visit specific primary schools to support parents in completing their applications if needed. Alongside the current programme of attending open evenings for secondary.</p>		<p>The Admissions team also offered to meet with schools and their admissions leads (champions) if required but this hasn't been needed as schools now feel more confident in dealing with parents. However, on-going support has been available via the Team. Also it was clear that fewer parents did not apply on time – due to additional work from team and schools to contact all those families listed to meet deadlines.</p>	

- 1 Fully Achieved
- 2 On Track
- 3 Slipped
- 4 Not Achieved