



**Report of : Head of Service – School Access**

**Meeting: Admissions Forum**

**Date of meeting: 15 November 2011**

**SUBJECT: Review of Published information for parents**

## **1.0 Purpose Of This Report**

This report provides a brief overview of changes to the published information for parents. There is a separate report provided by the Choice Adviser summarising their work over the last year.

## **2.0 Background Information**

Admissions Forum are required to consider the comprehensiveness and accessibility of the admissions literature and information produced for parents by each admission authority within the area of the forum, both through the published composite prospectus and the delivery of Choice Advice.

## **3.0 Main Issues**

Last year the secondary prospectus contained 80 pages of information and we commented on the way the booklet was increasing in size as schools changed status. This year the admission policies for Aided, Foundation schools and Academies have been placed on the website and made available on request, but not included within the prospectus. The remaining information has been updated but is otherwise relatively unchanged.

Financial constraints have led us to reflect further on the content of the prospectus and although the web version is still published in colour, the printed version is now in black and white. Following the decision to print in black and white the photographs were also removed. This has reduced the printed prospectus to 60 pages.

We continue to publish the summary booklet and it is this that is sent to every parent to accompany the letter advising them of their nearest school. Parents continue to report positively about this shorter booklet which is more accessible. At open evenings the feedback from parents is increasingly that they have seen the full prospectus online and do not require a hard copy.

Similar changes have been made to the primary prospectus, although the full range of admissions policies have never been included as there are so many. This year we also invited primary schools to include dates for any open events for parents that they wished to hold, in the same way we do for secondary schools. This has been a positive change.

Following feedback from parents who used the online system last year we have included the ability for them to search for a school by the four digit Code, as well as by the name of the school. We have also tried to make the links to the Supplementary Forms for Aided schools much clearer to ensure that parents are able to submit all of the information that is required.

## **4.0 Conclusions**

The Forum is asked to note the efforts being made to improve the quality and scope of information provided to parents on Admissions. Any feedback or comments would be particularly welcome.