

# A G E N D A

## Local Admissions Forum

Date: **Thursday, 21st June, 2007**

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Time: **7.00 p.m.**

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Place: **The Council Chamber,  
Brockington, 35 Hafod Road,  
Hereford**

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Notes: Please note the **time, date** and **venue** of the meeting.

*For any further information please contact:*

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Tel: 01432 260516*

***e-mail: [progers@herefordshire.gov.uk](mailto:progers@herefordshire.gov.uk)***

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# AGENDA

## for the Meeting of the Local Admissions Forum

**To: Local Education Authority** JW Hope MBE, K Swinburne and AM Toon

**Church Representative** A Robertson (Roman Catholic Church) and  
Revd I Terry (Church of England.)

**Headteachers** C Barker (Community High School), A Marson  
(Bishop of Hereford & St Mary's RC Schools),  
VACANCY (VA Primary School) and JS Powell  
(Community and VC Primary).

**School Governors** A Ross (Primary Schools), VACANCY (Bishops and  
St Mary's)

**Parent Governors** R Stevenson (Primary Schools), VACANCY  
(Secondary Schools), A Wood (Special School).

**Local Community Rep** P McKinnie (Consortium of Special Educational  
Needs), S McLurg (Looked After Children) and C  
Shaw (West Midlands Service for Travelling  
Children).

### 1. ELECTION OF CHAIRMAN

To elect a Chairman for the ensuing year.

### 2. APPOINTMENT OF VICE-CHAIRMAN

To appoint a Vice-Chairman for the ensuing year.

### 3. APOLOGIES FOR ABSENCE

To receive apologies for absence.

### 4. NAMED SUBSTITUTES

To receive any details of Members nominated to attend the meeting  
in place of a Member of the Forum.

### 5. DECLARATIONS OF INTEREST

To receive any declarations of interest by Members in respect of  
items on the Agenda.

### 6. MINUTES

To approve and sign the Minutes of the meeting held on 8th March  
2007.

### Pages

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<b>7. LATE ITEMS/ANY OTHER BUSINESS</b>	
To consider any issues that Forum Members may wish to raise.	
<b>8. INFORMATION FOR PARENTS BOOKLET</b>	9 - 122
To review the composite prospectus for the admission/transfer of pupils into primary and high schools in Herefordshire – otherwise known as the Information for Parents Booklet.	
<b>9. STANDARD APPLICATION FORMS FOR SCHOOL YEAR 2008/ 2009</b>	123 - 132
To review the layout and composition of the common application form to be used for the co-ordinated secondary transfer arrangements for September 2008 (SA1) and common application form used for the co-ordinated primary admission arrangements also for September 2008 (PA1).	
<b>10. APPLYING FOR A PLACE AT HIGH SCHOOL AND STARTING SCHOOL</b>	133 - 140
To review the layout and composition of the simple guidance notes in relation to admission of children into reception class at 4 years of age and the transfer of pupils into high school at age 11	
<b>11. DRAFT ANNUAL REPORT REQUIRED TO BE PRODUCED BY HEREFORDSHIRE LOCAL ADMISSIONS FORUM</b>	141 - 154
To consider the draft annual report shown below as required by The Education (Admission Forums) (England) (Amendment) Regulations 2007	
<b>12. ADDITIONAL INFORMATION REGARDING IN YEAR TRANSFERS OUTSIDE OF THE NORMAL ADMISSION ROUNDS</b>	155 - 156
To consider whether additional information should be supplied to the Local Admission Forum regarding in-year secondary school transfers into Herefordshire Schools.	
<b>13. AMENDMENTS TO SCHOOL PLANNED ADMISSION NUMBERS</b>	157 - 158
To consider changes to the Planned Admission Numbers (PAN) at Madley and Mordiford Primaries.	
<b>14. OMBUDSMAN COMPLAINT</b>	159 - 160
To consider the details of a current admissions complaint being dealt with by the ombudsman	
<b>15. PRINCIPLES AND RULES FOR PUPIL ADMISSIONS AND TRANSFERS</b>	161 - 164
To consider the proposed Principles and Rules for Pupil Admissions and Transfers, for use by Herefordshire Schools.	

