

MINUTES of the meeting of Local Admissions Forum held at The Council Chamber, Brockington, 35 Hafod Road, Hereford on Thursday, 21st June, 2007 at 7.00 p.m.

Present:	Local Education Authority	JW Hope MBE (Chairman)
	Church Representative	Anne Robertson (Roman Catholic Church) and Revd. I. Terry (Church of England)
	Headteachers	C. Barker (Community High School)
	School Governors	
	Parent Governors	Mr R Stevenson (Primary School Governors) and Mr A Wood (Special School Governors)
	Local Community Rep	Mr P McKinnie (Consortium of Special Educational Needs)

In attendance: Councillor J Hyde (Cabinet Member for Childrens Services).

1. ELECTION OF CHAIRMAN

Councillor J.W.Hope was nominated and seconded for the Chairmanship for this meeting only.

Resolved: THAT Councillor J.W. Hope be elected Chairman of the Local Admissions Forum for this meeting only.

Councillor J.W.Hope in the Chair.

2. APPOINTMENT OF VICE-CHAIRMAN

Resolved: THAT the Appointment of Vice-Chairman be considered at the next meeting of the Forum.

3. APOLOGIES FOR ABSENCE

Apologies were received from Councillor K.Sinburne, A. Marson, A.Ross and C. Shaw.

4. NAMED SUBSTITUTES

J. Pemberton substituted for K.Swinburne.

5. DECLARATIONS OF INTEREST

There were no declarations of interest.

6. MINUTES

Resolved: That the Minutes of the meeting held on the 8th March 2007 be approved as a correct record and signed by the Chairman.

7. LATE ITEMS/ANY OTHER BUSINESS

8. INFORMATION FOR PARENTS BOOKLET

The Forum considered a report regarding the review of a composite prospectus for the admission/transfer of pupils into primary and high schools in Herefordshire, otherwise known as the Information for Parents Booklet.

The Forum was reminded that the Booklet was produced for parents as a consequence of Statute but that there were always possibilities of amending or producing further information in the document for the benefit of parents.

Members were referred to paragraph 7.1 of the Booklet, and noted that as a result of the Educational Changes Act, from September 2008, eligibility for free transport had been extended and that this paragraph detailed these new arrangements.

It was also noted that an item later on the Agenda was requesting the Forum to examine amendments to Planned Admission Numbers and that any amendments approved by the Forum would be reflected in the Booklet.

Circulated at the meeting, and attached to these Minutes, was a revised Admissions Policy for St.Mary's Roman Catholic High School to replace the Policy set out in Appendix 5 to the Booklet.

Reference was made to the imminent closure of Brilley Primary school. As a consequence, on page 102 in Appendix 7, 'Brilley' should be amended to refer to 'Kington and Risley'. And on page 106 of that Appendix, the reference to 'part Brilley' should be deleted in the Parish of 'Kington'. Brilley should also be deleted from the Parish of Whitney-on-Wye in the same Appendix.

Resolved: That the various amendments and changes referred to in the above preamble to this Minute be approved and the draft document (Information for Parents Booklet) be amended accordingly.

9. STANDARD APPLICATION FORMS FOR SCHOOL YEAR 2008/ 2009

Consideration was given to a report which was aimed at reviewing the layout and composition of the common application form to be used for the coordinated secondary transfer arrangements for September 2008 (SAI) and the common application form used for the coordinated primary admission arrangements also for September 2008 (PA1).

The officers noted the view of the Forum that the reference to 'Middle Names' in both of the above mentioned forms should be deleted. The Forum noted that the reference to 'Voluntary Aided' in the Notes attached to the Forms should include the 'Church Aided' reference.

Resolved: That the draft Forms SA1 and PA1 together with the notes attached to the Forms be amended to take into account the changes referred to in the above preamble to this Minute.

10. APPLYING FOR A PLACE AT HIGH SCHOOL AND STARTING SCHOOL

Consideration was given to a report regarding the review of 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.

The Forum were asked to note, as mentioned in a previous Minute, the need to include reference to 'Church Aided' where 'Voluntary Aided' was referred to in the guidance notes.

After further discussion, it was

Resolved: That with the amendments regarding the addition of 'Church Aided' where appropriate in the guidance notes, the draft documents referred to in the report be approved.

11. DRAFT ANNUAL REPORT REQUIRED TO BE PRODUCED BY HEREFORDSHIRE LOCAL ADMISSIONS FORUM

The Forum considered the draft Annual report as required by The Education (Admission Forums) (England) (Amendment) Regulations 2007.

Members were informed of Government initiatives that were being applied to all Authorities in an effort to ensure that the school admissions process was being administered equitably to all children and parents. The various Education Authority statistics were being made available to central Government with a view to comparisons being made.

The Forum noted the omission of text from paragraph 4(b) of the report and that the full paragraph would be attached to the Minutes.

A Member referred to the omission of any reference to 'Managed Moves' in the report and requested that this be rectified.

Resolved: That subject to the addition of references to Managed Moves in the Annual Report, the draft report be noted and adopted.

12. ADDITIONAL INFORMATION REGARDING IN YEAR TRANSFERS OUTSIDE OF THE NORMAL ADMISSION ROUNDS

The Forum considered a report regarding the possibility of additional information being made available, together with an example, to the Forum regarding in-year secondary school transfers into Herefordshire Schools.

Resolved: That future reports containing additional information regarding secondary school transfers into Herefordshire Schools as detailed as an example in paragraph 3 of the report be approved.

13. AMENDMENTS TO SCHOOL PLANNED ADMISSION NUMBERS

Consideration was given to a report regarding changes to Planned Admission Numbers at Madley and Mordiford Primary Schools.

The officers drew the attention of the Forum to an Email from Mr A Ross, a Forum Member but unable to attend the meeting, which was circulated at the meeting and is attached to the Minutes.

Members' attention was drawn to a recent Cabinet decision which agreed to review the whole Herefordshire School provision in relation to Planned Admission Numbers and it was further agreed to consult the schools and Members on educational principles in the County.

Resolved: That the request for the increase in Planned Admission Numbers at Madley and Mordiford schools be deferred until the review of school provision for the whole County has been carried out and that a further report be submitted to the next meeting of the Forum in due course.

14. OMBUDSMAN COMPLAINT

Consideration was given to a report which set out details of a current admissions complaint being dealt with by the Ombudsman.

Resolved: That the report be noted.

15. PRINCIPLES AND RULES FOR PUPIL ADMISSIONS AND TRANSFERS

The Forum considered a report which set out the proposed principles and rules for Pupil Admissions and Transfers, for use by Herefordshire Schools, and given a recent complaint to the Ombudsman, it was considered that it was beneficial to review advice to schools which had been originally issued in 2001. The report contained the revised guidance.

Resolved: That the revised guidance in respect of Principles and Rules for Pupil Admissions and Transfers as set out in the report be approved and implemented accordingly.

Chairman.....

The meeting ended at 8.37 p.m.
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CHAIRMAN