

# A G E N D A

## Local Admissions Forum

Date: **Thursday, 19th June, 2008**

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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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# AGENDA

## for the Meeting of the Local Admissions Forum

<b>To: Local Education Authority</b>	<b>(Chairman) JW Hope MBE and JK Swinburne and AM Toon</b>
<b>Church Representative</b>	<b>Anne Robertson (Roman Catholic Church) and Revd. I. Terry (Church of England)</b>
<b>Headteachers</b>	<b>C. Barker (Community High School), A Marson (Bishop of Hereford &amp; St Mary's RC Schools) and Julia Powell (Community and VC Primary)</b>
<b>School Governors</b>	<b>Mr Ross (Primary Schools)</b>
<b>Parent Governors</b>	<b>N Parker, R Stevenson and A Wood</b>
<b>Local Community Rep</b>	<b>Mr P McKinnie (Consortium of Special Educational Needs), Mr. S. McLurg (Looked After Children) and Carol Shaw (West Midlands Service for Travelling Children)</b>

**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 28th February 2008.

**7. LATE ITEMS/ANY OTHER BUSINESS**

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	To consider any issues that Forum Members may wish to raise.	
<b>8.</b>	<b>CHILDREN OUT OF YEAR - CONSULTATION DOCUMENT</b>	9 - 20
	To consider and provide responses to the Children Out of Year Consultation Document.	
<b>9.</b>	<b>CONSTITUTION OF THE LOCAL ADMISSIONS FORUM</b>	21 - 28
	To consider updating the Local Admissions Forum Constitution in accordance with the School Admissions Code.	
<b>10.</b>	<b>INFORMATION FOR PARENTS BOOKLETS</b>	29 - 202
	To approve the separate booklets for the admission/transfer of pupils into (a) primary and (b) high schools.	
<b>11.</b>	<b>STANDARD APPLICATION FORMS FOR SCHOOL YEAR 2009/2010</b>	203 - 212
	To approve the layout and content of the "common application form" to be used for the co-ordinated secondary transfer arrangement for September 2009, SA1, and the PA1 form for primary co-ordination to be introduced from the same time.	
<b>12.</b>	<b>APPLYING FOR A PLACE AT HIGH SCHOOL AND STARTING SCHOOL</b>	213 - 222
	To consider the format of the simple guidance notes in relation to the admission of children into reception class at 4 years and the transfer of pupils into High School at age 11.	
<b>13.</b>	<b>ANNUAL REPORT REQUIRED TO BE PRODUCED BY THE HEREFORDSHIRE LOCAL ADMISSION FORUM</b>	223 - 234
	To agree the annual report as required by The Education (Admission Forums) (England) (Amendment) Regulations 2007.	
<b>14.</b>	<b>INFORMATION REGARDING TRANSFERS OUTSIDE OF THE NORMAL ADMISSION ROUNDS</b>	235 - 238
	To consider the statistics in relation to secondary school transfers.	
<b>15.</b>	<b>AMENDMENTS TO SCHOOL PLANNED ADMISSION NUMBERS</b>	239 - 242
	To consider revising the Planned Admission Numbers for Aylestone High School, Kingstone High School, Leominster Junior School and St Martin's Primary.	
<b>16.</b>	<b>UNAUTHORISED ADDITIONAL ADMISSIONS IN EXCESS OF AGREED SCHOOL PUBLISHED ADMISSION NUMBERS</b>	243 - 244
	To consider unauthorised changes to the Published Admission Numbers (PAN) at St Mary's R.C. High School and Kingsland C.E. Primary School.	