

AGENDA

Local Admissions Forum

Date: **Thursday 18 June 2009**

Time: **6.30 pm**

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

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

For any further information please contact:

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If you would like help to understand this document, or would like it in another format or language, please call Paul Rogers, Democratic Services Officer on 01432 383408 or e-mail progers@herefordshire.gov.uk in advance of the meeting.

Agenda for the Meeting of the Local Admissions Forum

Membership

Chairman

Councillor JW Hope MBE

Vice-Chairman

Councillor AM Toon

Mrs JS Powell	Primary School
Mr AR Ross	Primary School
Mr P Box	Primary School
Mrs E Kearns	Primary School
Mr T Plumer	Primary School
Mrs C Shaw	Local Community
Mr P McKinnie	Local Community
Mrs O Denson	Local Community
Mrs C Weston	Local Community
Mr C. Barker	Secondary School
Mr N Parker	Secondary School
Mrs S Catlow-Hawkins	Secondary School
Mr C Barker	Secondary School
Mrs A Robertson	Roman Catholic Church
Mr A Leach	Church of England
Mr T Mephram	Steiner Academy
Mr A Wood	Special School
Mr P Smith	Independent Sector

GUIDANCE ON DECLARING PERSONAL AND PREJUDICIAL INTERESTS AT MEETINGS

The Council's Members' Code of Conduct requires Councillors to declare against an Agenda item(s) the nature of an interest and whether the interest is personal or prejudicial. Councillors have to decide first whether or not they have a personal interest in the matter under discussion. They will then have to decide whether that personal interest is also prejudicial.

A personal interest is an interest that affects the Councillor more than most other people in the area. People in the area include those who live, work or have property in the area of the Council. Councillors will also have a personal interest if their partner, relative or a close friend, or an organisation that they or the member works for, is affected more than other people in the area. If they do have a personal interest, they must declare it but can stay and take part and vote in the meeting.

Whether an interest is prejudicial is a matter of judgement for each Councillor. What Councillors have to do is ask themselves whether a member of the public – if he or she knew all the facts – would think that the Councillor's interest was so important that their decision would be affected by it. If a Councillor has a prejudicial interest then they must declare what that interest is. A Councillor who has declared a prejudicial interest at a meeting may nevertheless be able to address that meeting, but only in circumstances where an ordinary member of the public would be also allowed to speak. In such circumstances, the Councillor concerned will have the same opportunity to address the meeting and on the same terms. However, a Councillor exercising their ability to speak in these circumstances must leave the meeting immediately after they have spoken.

AGENDA

		Pages
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.	MINUTES To approve and sign the Minutes of the Meeting held on 19 March 2009.	5 - 8
6.	DECLARATIONS OF INTEREST To receive any declarations of interest by Members in respect of items on the Agenda.	
7.	LATE ITEMS/ANY OTHER BUSINESS To consider any issues that Forum Members may wish to raise	
8.	INFORMATION FOR PARENTS BOOKLETS To approve the separate booklets for the admission/transfer of pupils into (a) primary and (b) high schools.	9 - 204
9.	STANDARD APPLICATION FORMS FOR SCHOOL YEAR 2008/09 To consider the layout of the 'common application form' to be used for the co-ordinated secondary transfer arrangement for September 2008 and the PA1 form for primary co-ordination to be introduced from the same time.	205 - 212
10.	APPLYING FOR A PLACE AT HIGH SCHOOL AND STARTING SCHOOL To consider the format 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.	213 - 220
11.	ANNUAL SCHOOLS ADJUDICATOR REPORT REQUIRED TO BE PRODUCED BY THE HEREFORDSHIRE LOCAL AUTHORITY To agree the annual report as required by The School Admissions (Local Authority Reports and Admission Forums) (England) Regulations 2008.	221 - 248
12.	INFORMATION REGARDING TRANSFERS OUTSIDE OF THE NORMAL ADMISSION ROUNDS To consider the statistics in relation to secondary school transfers.	249 - 252

13. AMENDMENTS TO SCHOOL PLANNED ADMISSION NUMBERS

253 - 256

To consider revising the Planned Admission Number's for Leominster Infant School and Almeley Primary.