

AGENDA

Local Admissions Forum

Date: **Wednesday 14 July 2010**

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 |
| | Mr P Box Primary School |
| | Mrs E Kearns Primary School |
| | Mr T Plumer Primary School |
| | Mrs C Shaw Local Community |
| | Vacancy Local Community |
| | Mrs O Denson Local Community |
| | Mrs C Weston Local Community |
| | Mr N Parker Secondary School |
| | Mrs S Catlow-Hawkins Secondary School |
| | Mr C Barker Secondary School |
| | Mrs J Baker Secondary School |
| | Mrs A Robertson Roman Catholic Church |
| | Mr A Leach Church of England |
| | 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 |
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| 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 18 March 2010. | 5 - 8 |
| 6. | DECLARATIONS OF INTEREST To receive any declarations of interest by Members in respect of items on the Agenda. | |
| 7. | REVISED CONSTITUTION FOR LOCAL ADMISSIONS FORUM To receive a report proposing that the Forum amends its constitution to include a Members Code with regard to Declarations of Interest. | 9 - 18 |
| 8. | ANNUAL SCHOOLS ADJUDICATOR REPORT To consider the annual Schools Adjudicator report shown in appendices 4.1 and 4.2 as required by The Schools Admissions (Local Authority Reports and Admissions Forums ((England) Regulations 2008 (the Regulations). | 19 - 36 |
| 9. | AMENDMENTS TO SCHOOL PLANNED ADMISSION NUMBERS To consider changes to the Planned Admission Numbers at Almeley, Canon Pyon and Madley Primary Schools. | 37 - 48 |
| 10. | INFORMATION FOR PARENTS BOOKLETS To approve the separate booklets for the admission/transfer of pupils into (a) primary and (b) secondary schools. | 49 - 262 |
| 11. | INFORMATION REGARDING TRANSFERS OUTSIDE NORMAL ADMISSION ROUNDS To consider the statistics in relation to secondary school "in-year" transfers. | 263 - 278 |
| 12. | STANDARD APPLICATION FORMS FOR THE SCHOOL YEAR 2011/12 To approve the layout and content of the "common application form" to be used for the co-ordinated secondary transfer arrangement for September | 279 - 286 |

2011, SA1, and the PA1 form for primary co-ordination to be introduced from the same time.

13. PROPOSED TERM DATES FOR 2011/12 AND 2012/2013 ACADEMIC YEARS

287 - 296

To approve proposals, sent out for consultation, to adopt the School Term Dates for both 2011/2012 and 2012/2013 academic years.

14. LATE ITEMS/ANY OTHER BUSINESS

To consider any issues that Forum Members may wish to raise