

AGENDA

Local Admissions Forum

Date: **Thursday 7 July 2011**

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:

Pete Martens Committee Manager

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If you would like help to understand this document, or would like it in another format or language, please call Pete Martens Committee Manager on 01432 260248 or e-mail pmartens@herefordshire.gov.uk in advance of the meeting.

Agenda for the Meeting of the Local Admissions Forum

Membership

Councillor AW Johnson	Herefordshire Council
Councillor SJ Robertson	Herefordshire Council
Mr P Box	Primary School
Mrs E Kearns	Primary School
Mr T Plumer	Primary School
Mrs J Baker	School Governors
Mrs E Lowenstein	School governors
Mrs C Shaw	Local Community
Mrs O Denson	Local Community
Mrs C Weston	Local Community
Mrs S Catlow-Hawkins	Secondary School
Mr C Barker	Secondary School
Mrs S Brearly	Secondary School
Mrs A Robertson	Roman Catholic Church
Mr P Sell	Church of England
Mr PA Smith	Independent Sector
Mr T Mepham	Steiner Academy

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
<p>1. APOLOGIES FOR ABSENCE To receive apologies for absence.</p>	
<p>2. ELECTION OF CHAIRMAN To elect a Chairman for the ensuing year.</p>	
<p>3. ELECTION OF VICE-CHAIRMAN To elect a Vice-Chairman for the ensuing year.</p>	
<p>4. NAMED SUBSTITUTES To receive any details of Members nominated to attend the meeting in place of a Member of the Forum.</p>	
<p>5. NOTES To receive the notes of the informal meeting held on 15th March, 2011.</p>	5 - 6
<p>6. DECLARATIONS OF INTEREST To receive any declarations of interest by Members in respect of items on the Agenda.</p>	
<p>7. INFORMATION REGARDING TRANSFERS OUTSIDE THE NORMAL ADMISSIONS ROUND To consider the statistics in relation to secondary school "in-year" transfers.</p>	7 - 10
<p>[7a] Information Regarding Transfers Outside the Normal Admissions Round 2009-10 - Appendix 4 1</p>	11 - 12
<p>8. INFORMATION FOR PARENTS BOOKLETS To approve the separate booklets for the admission/transfer of pupils into (a) primary and (b) secondary schools.</p>	13 - 14
<p>[8a] primary contents.2012-2013</p>	15 - 56
<p>[8b]Secondary Contents</p>	57 - 106
<p>[8c] SA1.doc 2012 doc</p>	107 - 108
<p>[8d]PA1.doc 2012</p>	109 - 112

9. AMENDMENTS TO SCHOOL PLANNED ADMISSION NUMBERS	113 - 120
To consider changes to the Planned Admission Numbers (PAN) at Ashfield Park and Mordiford Church of England Primary Schools and Lady Hawkins High School.	
[9a] Appendix - school PAN change request letters	121 - 124
10. ANNUAL SCHOOLS ADJUDICATOR REPORT	125 - 126
To consider the annual Schools Adjudicator report.	
[10a] Appendix 4.1 LA report to Schools Adjudicator - Herefordshire - June 2011	127 - 140
[10b] Appendix 4.2 Herefordshire statistics for SA Report 2011	141 - 142
11. LATE ITEMS/ANY OTHER BUSINESS	
To consider any issues that Forum Members may wish to raise	