

CONSTITUTION OF HEREFORDSHIRE LOCAL ADMISSIONS FORUM

Introduction

The constitution of the LAF has been established under the provisions of the Education (Admission Forums) (England) Regulations 2002.

Relevant Area

For the purpose of organising a local admissions forum, the Local Education Authority has determined that the relevant area will be the County of Herefordshire. If the discussion covers a cross-border issue the Forum may invite a representative from the appropriate authority.

Role of the Forum

The role of a forum shall be to

- (a) consider how well existing and proposed admission arrangements serve the interests of children and parents within the area of the authority;
- (b) consider the consistency and coherence of each admission authority's criteria for determining offers in the event of oversubscription.
- (c) promote agreement on admission issues;
- (d) consider the comprehensiveness and accessibility of the admissions literature and information for parents, produced by each admission authority within the area of the forum;
- (e) consider the effectiveness of the authority's proposed co-ordinated admission arrangements;
- (f) consider the means by which admissions processes might be improved and how actual admissions relate to the admission numbers published;
- (g) Monitor the admission of children who arrive in the authority's area outside a normal admission round with a view to promoting arrangements for the fair distribution of such children among local schools, taking account of any preference expressed in accordance with ***arrangements made under section 86(1) of the Act***; the Hard to Place Pupils Protocol or In Year Fair Access Protocol;
- (h) Promote the arrangements of children with special educational needs, looked after children and children who have been excluded from school;
- (i) Insofar as not included within paragraphs (a) to (h), consider any admissions issues arising.
- (j) The Local Admissions Forum will publish an annual report, which covers:
 - (i) a breakdown of preferences met by ranking and the main factors affecting whether

preferences were met:

(ii) the number of admission appeals made for schools in the area;

(iii) the ethnic and social mix of pupils attending schools in the area, and factors which affect this;

(iv) the extent to which existing and proposed admission arrangements serve the interests of vulnerable children;

(v) how well In-Year Fair Access Protocols are working and the number of children admitted to each school under the protocol;

(vi) whether primary schools are complying with infant class size legislation;

(vii) details of other matters that affect how fairly admission arrangements serve the interests of local children and parents; and

(viii) any recommendation/s that the forum wishes to make in order to improve parental choice and access to education in the local authority's area.

Membership

CORE MEMBERS

- i) **LEA**
3 elected members of Herefordshire Council
- ii) **Church of England**
1 representative appointed by the Hereford Diocesan Board of Education
- iii) **Roman Catholic Church**
1 representative appointed by the Catholic Schools Commission based at the Cardiff Archdiocese
- iv) **Headteachers**

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| 1 | Headteacher representing jointly a community and voluntary controlled primary school |) | to be appointed by the Headteachers acting jointly |
| | |) | |
| 1 | Headteacher representing a voluntary aided primary school |) | |
| | |) | |
| 1 | Headteacher representing a community high school) |) | to be appointed by HASH |
| | |) | |
| 1 | Headteacher representing Bishop of Hereford's Bluecoat and St. Mary's R.C. High, acting jointly |) | Headteachers to decide which one is to represent the 2 Aided Schools |
| | |) | |
| | |) | |

- v) **School Governors**
- 1 Governor nominated by the Governing Body of The Bishop of Hereford's Bluecoat School and St. Mary's R.C. High School (acting jointly)
 - 1 Governor representing a primary or secondary school) to be appointed by
) HAG after seeking
) nominations from
) individual schools
- vi) **Parent Governor Representative**
- 3 Parent Governor representatives who are appointed to serve **on the Education Scrutiny Committee** and be appointed by the Parent Governors Association.
- vii) **Local Community**
- 3 Representatives appointed to represent the interests of the local community on the recommendation of the other core members

Other Key Interested Groups (the core members of the Forum will decide whether any or all the following groups should be invited to nominate representatives to serve on the Forum)

- 1 Person nominated by the Ministry of Defence representing service families
- 1 Person nominated by the West Midlands Service For Travelling Children
- 1 Person representing the Hereford Cathedral School as a nomination from the independent sector
- 1 Person nominated by the Consortium of Special Educational Needs
- 1 Person nominated by Social Care and Strategic Housing Directorate to represent the needs of children and young people in public care
- 1 Person nominated by the Herefordshire Childcare Partnership

Quorum

The quorum for the Forum will be a third of the appointed core members.

Tenure of Office

Core members of the Forum will serve for a period of four years and their tenure of office is determined by paragraph 6 of Statutory Instrument 2002 No 2900.

Substitutes

Each nominating group may arrange for a substitute to attend when its normal representative cannot do so in line with paragraph 10 of Statutory Instrument 2002 No 2900.

That arrangement is designed to ensure that groups can be represented, though it is important for there to be as much continuity as possible from one meeting to the next.

Chairman and Vice Chairman

The Chairman and Vice Chairman of the Forum will be elected at the first meeting by the core members and thereafter the term of office will be considered annually.

In the absence of the Chairman and Vice Chairman the meeting will elect a Chairman from the core membership group for the meeting.

Calendar of Meetings

The first meeting of the Forum will be convened before 20th March 2003 and will meet at least three times during the initial year and at least twice each following year.

Timing of Meetings

Meetings will start at times acceptable to the Forum, and will normally be limited to two hours duration.

Convening and Notice of the Meetings

All meetings will be convened by the Secretary of the Forum who is an Officer of Herefordshire Council nominated by the County Secretary and Solicitor. Written notice of meetings and the agenda will be sent to members of the Forum 7 days before the meeting (or 3 clear days in the case of an Extraordinary meeting) with any relevant documents to the Agenda items 7 days in advance of the meeting

Non-receipt by any members of notice of a meeting will not invalidate the meeting.

Agenda

The Agenda will be prepared by the Secretary, in consultation with the Chairman and the Lead Officer nominated by the Director of Education.

Items may be placed on the agenda by any member of the Forum by notice in writing to the Secretary received at least 10 clear days prior to the meeting.

Papers relating to the agenda items will be sent to members with the agenda. The Chairman may agree that papers should also be tabled at the meeting.

Late Items/Any Other Business

Immediately before the minutes of the previous meeting have been approved, members should inform the meeting of any item they wish to raise under any other business. The meeting will decide whether any items so identified may be raised under any other business or deferred to a subsequent meeting.

Minutes of Meeting

Minutes of meetings, including a record of persons attending, will be drafted by the Secretary.

The draft minutes of the meeting will be considered for approval or amendment at the start of the following meeting. Any dissenting view will be recorded in the minutes of the meeting, if that is the wish of one or more members present.

Decision Making

Decisions should normally be made through consensus.

In the event of an item receiving two separate motions, the matter would be resolved by simple majority voting with each representative entitled to one vote. The Chairman will have the casting vote in the event of a tie.

The Forum may decide that, before reaching a decision on a matter affecting particular schools, it would be appropriate to hear representations from the school(s) affected. Such representations may be made by written submission, but could also include oral presentations, lasting no more than five minutes per school, with the opportunity for members of the Forum to ask questions before reaching a final decision.

Rights of Press and Public to attend Meetings

The press and public will be entitled to attend meeting of the Forum but may be excluded from the meeting during the consideration of items containing information capable of being treated as exempt information as if meetings of the Forum were those of the local authority.

The Secretary will arrange for a public announcement of meetings of the Forum, and will also arrange for minutes and papers relating to the Forum meetings to be available for inspection in Council Offices and Public Libraries after the draft minutes have been approved by the Forum.

Members of the public may submit written questions provided they reach the Secretary at least 48 hours before the relevant meeting.