

Slough Admissions Forum

Draft Terms of Reference

1. Constitution

Members Nominated By:	Core Members
Local Authority (Councillors)	5
Schools - community & voluntary controlled	3
Schools - foundation	3
Schools - voluntary aided	1
Church of England Diocesan Board representatives	1
Roman Catholic Diocese representatives	1
Parent Governor representatives	3
Representatives of the local community	3
Academies	1
City Technology Colleges	0

2. Role of the Forum

The Forum has a statutory duty to:

1. consider how well existing and proposed admission arrangements serve the interests of children and parents within the Slough area;
2. promote agreement on admissions issues;
3. consider the comprehensiveness and accessibility of the admissions literature and information produced for parents by each admission authority within the area of the forum;
4. consider the effectiveness of the authority's proposed co-ordinated admission arrangements;
5. consider the means by which admissions processes might be improved and how actual admissions relate to the admissions numbers published
6. monitor the admission of children who arrive in the authority's area outside the admission round and promote arrangements for the fair distribution of these children among local schools. This should include monitoring the local authority's fair access protocols for hard to place and excluded pupils.
7. promote the arrangements for children with special needs, children in care and children who have been excluded.

The Forum can refer an objection to the Schools Adjudicator where it identifies unfair practice or any breach of the Admissions Code of Practice.

3. Working Arrangements

(a) Membership

Core members are appointed for up to four years and they may ask the Local Authority to appoint up to 3 members of the local community. This could include inviting representatives from neighbouring Local Authorities or representatives of faith groups not already represented. The Forum can convene working groups consisting of non-members. All schools not represented on the core must nominate a member known as a school member.

(b) Meetings

The Forum must meet at least twice each year and possibly more often if there are significant local issues. Members will be given 7 days notice of meetings. At the first meeting the Forum will appoint a Chair and Vice Chair. The quorum of the meeting will be 5 and must include one Local Authority appointed member and one School Member. Meetings will take place at the Town Hall. The Forum should seek to achieve a consensus on issues where possible. When referring an objection to the Schools Adjudicator a simple majority is required of all members (not just Core Members). The Secretary to the Forum is provided by Slough Borough Council.

(c) Agenda Items

Core Members may suggest items. The Chair and Vice-Chair will decide whether to include the items and how they should be prioritised.

(d) Publicity

The Local Authority must publish the Forum's advice on its website, send copies to all admission authorities in the area and publish details in its admissions booklets. The Forum will be open to the press and public but may decide to exclude the press and public when dealing with a particular issue such as those set out in the Local Government (Access to information) Act 1985.

4. Reporting Arrangements

Admissions Forums can publish an annual report, which may be referred to by the Schools Commissioner when drafting reports about fair access. If an Admission Forum produces a report it must include:

1. a breakdown of preferences met and the main factors affecting this
2. the number of admission appeals in the area
3. the ethnic and social mix of pupils attending schools in the area and factors affecting this;
4. the extent to which existing and proposed admission arrangements serve the interests of vulnerable children;

5. how well Fair Access Protocols are working, including the numbers admitted to each school;
6. whether primary schools are complying with infant class size legislation;
7. details of any other matters that affect how admissions arrangements serve parents and children;
8. any recommendations the Forum wishes to make to improve admission arrangements