Slough Admission Forum
Revised Terms of Reference (Draft)
(To comply with the new code)

1. Constitution

Members Nominated By:	Proposed Members	Change from previous membership	Maximum Number Permitted
Local Authority (Councillors)	2	-3	2
Schools - community	2	None	n/a
School – voluntary controlled	1	None	n/a
Schools - foundation	2	-1	n/a
Schools - voluntary aided	1	None	n/a
Church of England Diocesan Board representatives	1	None	1
Islamic School Representative	1	+1	1
Sikh School Representative	1	+1	1
Roman Catholic Diocese representatives	1	None	1
Parent Representatives	1	-2	n/a
Representatives of the local community	1	-2	n/a
Academies	1	None	1
City Technology Colleges	0	None	n/a
Total	15	-6	20

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. review the comprehensiveness, effectiveness within the local context, and accessibility of advice and guidance for parents provided by the Local Authority.
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.
7. promote the arrangements for children with special needs, children in care and children who have been excluded.
8. monitor the effectiveness of local authority fair access protocols

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

Members are appointed for up to four years. They may ask the Local Authority to appoint members of the local community. The Forum can convene working groups consisting of non-members.

(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. The Secretary to the Forum is provided by Slough Borough Council.

(c) Agenda Items

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 circulate the Forum's advice to all admission authorities in the area. 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 can be referred to the Schools Adjudicator. If an Admission Forum produces a report it must include:

1. the extent to which admissions arrangements ensure fair access to educational provision.
2. any recommendations the forum wishes to make to improve fair access.
3. details about the co-ordinated admission scheme
4. details of any school policy which in the opinion of the forum affects fair access.

Tony Browne
Head of School Services
9th March 2009