

TITLE **Revised Terms of Reference**

FOR CONSIDERATION BY Schools Admissions Forum on 13 March 2013

REPORT PREPARED BY David Armstrong, Policy and Schools Access Officer

<p>SUMMARY</p> <p>It is proposed that the Schools Admissions Forum will continue to meet as a non-statutory advisory group, with revised terms of reference.</p>

<p>RECOMMENDATIONS</p> <p>That the Forum considers the proposed Terms of Reference and its future membership.</p>
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<p>SUPPORTING INFORMATION</p> <p>The statutory requirement for local authorities in England to maintain a Schools Admissions Forum for their area was abolished by the Education Act 2011.</p> <p>The Council proposes that the Forum should continue to meet, broadening its remit to consider school organisational matters as well as school admissions. This recognises the close links between admissions policies and strategies to manage the supply of school places.</p> <p>Previously the purposes of the Forum, and its membership, were closely prescribed by regulations and the Admissions Code. Those provisions have all been rescinded, and in retaining the Forum on a non-statutory basis, the local authority is free to determine these matters as it sees fit.</p> <p>Draft terms of reference, setting out the purpose and composition of the Forum, are attached with this report. The Forum is invited to comment on the proposed document.</p>

List of Background Papers	
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**WOKINGHAM BOROUGH COUNCIL
SCHOOL ADMISSIONS FORUM**

**REVISED TERMS OF REFERENCE
February 2013**

The Forum is established as the Schools Admissions Forum for the area of Wokingham Borough Council, as a stakeholder body to advise officers on matters of school admissions and the organisation of schools to provide sufficient school places..

The Forum does not have decision-making powers nor any statutory remit; its purposes and membership are set out in more detail within this document.

1 Membership of the Forum

The Forum shall consist of the following members:

	(based oncurrent)	(proposed)
Wokingham Borough Council Local Authority	2	[]
School reps (maintained and academy/free)	(6 in total)	[] in total
– primary (by cluster?),		[]
– secondary		[]
Church of England Diocese/Schools representative	1	[]
Roman Catholic Diocese/Schools representative	1	[]
Parent representatives	2	[]
Representatives of the community	3	[] in total
Arborfield Garrison (UK services representative)		[]
Other faith groups representative		[]
Early Years Forum representative		[]
Neighbouring local authority representatives	0*	[]
Other educational bodies or providers	0	[]
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Total	15	[]

2 Membership categories

All members are appointed by the local authority.

Representatives of the local authority are appointed by the Council, at its annual meeting (or when a vacancy arises during the year), to serve for 12 months.

Representatives of religious denominations are appointed on the nomination of the relevant faith body, or relevant schools, by the local authority.

School representatives are headteachers or governors, appointed by the local authority.

Parent representatives are appointed by the local authority. They must be resident within the area and a parent of a child who at the time of appointment has attained the age of two and is receiving primary education, or is of compulsory school age.

Community representatives are appointed by the local authority following a recommendation by the other categories of members.

3 Alternative members

On written notice to the clerk, members may nominate an alternative member to attend meetings in their absence.

4 Tenure

Members shall be appointed for terms specified in the membership section of this document for each category, or for four years if no term is specified, after which they will be eligible for reappointment. This is without prejudice to the local authority regularly reviewing, in consultation with the Forum, its membership and composition, to ensure that it remains suitably representative of parent, school and community interests, and the range of educational provision within the Borough.

5 Purpose of the forum

The purpose of the forum is to consider and advise on the fairness of admission arrangements for schools in the relevant area, and in particular

- the extent to which the current admission arrangements in the relevant area serve the interests of looked after children, children with disabilities and children with special educational needs,
- the extent to which the availability of school places, and school organisation across the area, together with admission arrangements, provide fair access to educational opportunities
- the effectiveness of any fair access protocol in place in the relevant area
- the effectiveness of any scheme for coordinating admission arrangements in the relevant area and, where relevant, any adjoining area,
- the sufficiency of school places, at a strategic level, to meet demand and (so far as practicable) parent preference within the relevant area
- details of any other matters which affect the availability of and access to school places for families resident in the area.

Any matters relating to the admission or non-admission of an individual child are outside of the scope of the Forum.

Election of Chair and Vice Chair

A Chair and Vice Chair shall be elected annually from amongst the members of the Forum, by a majority of members present and voting.