

Hampshire Admission Forum Terms of Reference

Hampshire Admission Forum provides key support to the local authority in its duty to assess the effectiveness of local admission arrangements.

This includes reviewing and making recommendations on the following areas:

- a) how well existing and proposed admission arrangements serve the interests of children and parents both within Hampshire and for those applying for Hampshire schools from other local authorities;
- b) the admissions literature, information and advice available to parents to support them in navigating the application process (including paper, website & telephone advice);
- c) the effectiveness of the In-Year Fair Access Protocol for potentially vulnerable children;*

In order to fulfil their responsibilities, Forum may wish to consider local authority statistics on admissions issues, including a breakdown of preferences met, and the main factors affecting whether preferences were met; the number of admission appeals made for schools in the area; how actual admissions relate to the published admission numbers; the ethnic and social mix of pupils attending schools in the area, and factors which affect this; the number of children admitted to each school under the Fair Access protocol; home to school transport issues; numbers of primary schools not complying with infant class size legislation; any aspect of admission arrangements and in relation to how they serve the interests of local children and parents.

*List of categories of pupils included in the In-Year Fair Access Protocol:

- a) Children from the criminal justice system or Education Centres (Pupil Referral Units) who need to be reintegrated into mainstream education;
- b) Children who have been out of education for two months or more;
- c) Children of Gypsies, Roma and Travellers;
- d) Children of refugees and asylum seekers;
- e) Children who are homeless;
- f) Children with unsupportive family backgrounds for whom a place has not been sought;
- g) Children known to the police or other agencies;
- h) Children who are carers;
- i) Children who have to move school because of domestic violence (whether staying in a refuge or with friends/other relatives);
- j) Year 6 or Year 11 pupils;
- k) Children with special educational needs (but without a statement), disabilities or medical conditions;
- l) Children of UK Service personnel;
- m) Any other children who arrive outside the normal admissions round who may have difficulty securing a place.

Membership and Meetings

1. The Forum will normally meet four times per year.
2. Membership of the Admission Forum is shown in the table below:

MEMBERS NOMINATED BY	NUMBER	REPRESENTATIVE(S)
Local authority – Admissions Team		<i>Martin Goff -Manager of Admissions, HTST & DAIT Roz Capey - Principal Admissions Officer Louise Crolla – Principal Admissions Officer</i>
Local authority – any representative of the authority	1 to 5	<i>Graham Ellwood – Ethnic Minority & Traveller Achievement Service Linda Hutchings, Tracey Sanders or Tracey Messer - Early Year</i>
Schools – primary phase	1 to 4	<i>Angela Morrow – Fryern Infant & Junior School – Federated</i>
Schools – secondary	1 to 4	<i>Matt Quinn – Oaklands Catholic Secondary School (Academy since 01/09/2011) Chris Anders – Park Community School</i>
Church of England Diocesan Board representatives	1 to 3	<i>Michael Hall or Helen Dean - (Guildford) Richard Wharton or Jeff Williams- (P'mouth/Winchester)</i>
Roman Catholic Diocese representatives	1 to 3	<i>Anne-Marie Brister- (Portsmouth)</i>
Governor representatives	1 to 3	<i>(Parent Governor) Sylvia Vine - (Governor Forum)</i>
Representatives of the local community	up to 5	<i>Cllr Roger Huxstep (Conservative) Cllr Patricia Stallard (Conservative) Michala Dominey – SEN Rep – Hampshire parent/carers network Lt Col Gareth Davies - Service Families (Firm Base)</i>

3. Membership of the Forum will be reviewed in July each year. School representatives will be sought through the Primary and Secondary Heads Conference.
4. Members may send an informed representative in their place where they are unable to attend a meeting.
5. Guests may be invited to Forum meetings.
6. The Forum will appoint a Chair and Vice Chair in the Autumn term. Dates of meeting will be set for a full year each July. LA officers will arrange meetings, circulate the agenda and take minutes. Forum members will receive meeting papers 7 days in advance.
7. The LA will publish the Forum's advice to all mainstream Hampshire schools including academies on the school admissions section of the Hampshire County Council website.
8. Members of the Forum will be entitled to assistance with travel costs in accordance with the current scheme of allowances for Hampshire Council members.