

Hampshire Admission Forum Terms of Reference

Hampshire Admission Forum provides key support for 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 and information produced for parents and advice available to parents (including paper, websites & telephone advice);
- c) the effectiveness of Choice Advice;
- d) 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 attending PRUs who need to be reintegrated into mainstream education;
- b) Children who have been out of education for longer than one school term;
- c) Children whose parents have been unable to find them a place after moving to the area, because of a shortage of places.
- d) Children withdrawn from schools by their family following fixed term exclusions and unable to find another place;
- e) Children of refugees and asylum seekers;
- f) Homeless children;
- g) Children with unsupportive family backgrounds where a place has not been sought;
- h) Children known to the police or other agencies;
- i) Children without a school place and with a history of serious attendance problems;
- j) Traveller children;
- k) Children who are carers;
- l) Children returning from the criminal justice system;
- m) Children who have to move school because of domestic violence (whether staying in a refuge or with friends/other relatives);
- n) Year 6 or Year 11 pupils;
- o) Individual children or categories of children whose school admission is approved under this protocol by agreement of local placement panels;
- p) Children with special educational needs (but without a statement);
- q) Children with disabilities or medical conditions;
- r) Children of UK Service personnel and other Crown Servants;
- s) 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 five times per year.
2. Membership of the Admission Forum is shown in the table below:

MEMBERS NOMINATED BY	NUMBER
Local authority – Admissions Team	3
Local authority – any representative of the authority	1 to 5
Schools – primary phase	1 to 4
Schools – secondary	1 to 4
Church of England Diocesan Board representatives	1 to 3
Roman Catholic Diocese representatives	1 to 3
Governor representatives	1 to 3
Representatives of the local community	up to 5

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. Other guests may be invited to Forum meetings. Representatives from all the neighboring local authorities will routinely be invited to attend.
6. The Forum will appoint a Chair and Vice Chair in the Autumn term (second meeting). 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 and on the school admissions section of the public 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.