
Report to the Leeds Admission Forum

Date: 20 January 2009

**Subject: MEMBERSHIP AND TERMS OF REFERENCE AND PROCEDURE
LEEDS ADMISSION FORUM**

Electoral Wards Affected:

Specific Implications For:

Ethnic minorities

Women

Disabled people

1.0 Purpose of this Report

To invite members to note necessary changes to the Forum's Membership and Terms of Reference and Procedure required by The School Admissions (Local Authority Reports and Admission Forums) (England) Regulations 2008 ("the regulations") and the mandatory provisions of the new Schools Admission Code ("the Code") issued by the Department of Children Schools and Families both of which come into force on 10 February 2009 .

2.0 Guidance

2.1

The amendments follow the requirements of the regulations and the Code and apart from revisions to the membership of the Forum include further stipulations as to the role of the Forum and a change in the content of the annual Forum report. The Forum annual report will now contain such matters as the Forum considers appropriate. The previously prescribed information will now be included in a separate new annual report by the local authority to the Schools Adjudicator.

The new requirements regarding membership are expected to require the formal approval of the Executive Board. The present and revised membership is as follows:-

Present Membership

<u>Present Membership</u>		<u>Revised Membership</u>
25 members in total		20 Maximum
Councillors –	5 members	up to 2 representatives
Parent Governors	2 members	at least 1 representative
Community Schools	2 members	at least 1 representative
Voluntary Controlled Schools	1 member	at least 1 representative
Voluntary Aided Schools	1 member	at least 1 representative
Faith Schools (Jewish Aided)	1 member	a representative from each faith group of schools in area
Academies	1 member	at least 1 representative
Diocesan Authorities	3 members	1 representative from each body or person representing the religion or religious denomination of any foundation or voluntary schools or Academies in the area designated as having a religious character
City technology colleges and City Colleges for technology	Vacancy	at least 1 representative
Other members appointed on recommendation of Forum members	4 members	at least 1 representative not eligible for appointment under above
Co-opted member	1 member	none - although members may invite interested parties to attend

The existing category of School members is removed.

The Code requires that membership of the Forum must reflect:-

- Parent and community representatives
- Local employers
- Other relevant representatives e.g. Choice Advisers

Changes to the Membership and Terms of Reference and Procedure are expected to be considered by the Executive Board at its next meeting

2.2 The proposed changes to the Forum's Terms of Reference and Procedure are attached

3. Recommendation

Members of the Forum are asked to note the required amendments to the Forum's Membership and Terms of Reference and Procedure