

**ADMISSION FORUM (LEEDS)**  
**Sub-Committee on Challenging and Vulnerable Children**

**TERMS OF REFERENCE AND PROCEDURE**

**1 Establishment of the Sub-Committee**

The Admission Forum (the Forum) is responsible for determining the Sub-Committee's:

- (a) membership and constitution
- (b) procedure for convening and holding meetings
- (c) promulgation of advice and recommendations

**2 Definition of Challenging and Vulnerable Children**

For the purposes of this Sub-Committee challenging and vulnerable children are defined to include the following children, but the list is not exhaustive:

- 2.1 Children with a form of challenging behaviour
- 2.2 Homeless children
- 2.3 Children of refugees/asylum seekers
- 2.4 Traveller children
- 2.5 Children missing education,
- 2.6 "Looked after" children
- 2.7 Children with disabilities
- 2.8 Children with Special Educational Needs

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**3 Role of the Sub-Committee**

3.1 To consider admission policies in respect of challenging and vulnerable children and how well they are working and the extent to which current admission arrangements in the area serve the interests of such children having regard to the role of the Forum as set out in the Forum's Terms of Reference and Procedure.

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3.2 To consider the effectiveness of the fair access protocol having regard to the need to ensure that no school including those with places is asked to take a disproportionate number of children who have been excluded from other schools or who have challenging behaviour or who are known to have a history of behavioural problems

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3.3 To consider the impact of local admission policies on achieving fair access

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3.4 To consider the arrangements for challenging and vulnerable children who have been excluded from school

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3.5 To report back to the Forum it's recommendations and on any decisions made.

3.6 The Forum, on receipt of information from the Sub-Committee, shall consider and, where in agreement, promulgate its advice and recommendations to all Admission Authorities, Maintained Schools and Academies City Technology Colleges or City Colleges of the Arts within the area of the Local Education Authority ("the Authority"), and make available such advice and recommendations to any other persons with an interest.

4 **Membership of the Sub-Committee**

4.1 The membership of the Sub-Committee shall be seven members of the membership of the Forum. The Chair of the Forum shall also be a member of the Sub-Committee.

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4.2 Persons appointed to be members of the Sub-Committee shall, subject to the provisions set out below, hold and vacate office in accordance with the terms of their appointment to the Forum which shall not exceed four (4) years, subject to their remaining eligible.

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4.3 Members of the Sub-Committee shall vacate their office when they cease to be a member of the Forum for whatever reason.

4.4 **Other Members**

The members of the Sub-Committee may recommend to the Forum the appointment to the Sub-Committee as members other individuals, not being members of the Forum, who appear to represent the interests of any section of the local community.

4.5 **Tenure of Other Members**

Other Members shall hold and vacate office in accordance with the terms of their Appointment.

Other members may resign their membership at any time by giving written notice to the Secretary of the Forum.

4.6 **Alternate Members**

Any member of the Sub-Committee may nominate an alternative member of the Forum to attend meetings of the Sub-Committee in their absence by giving written notice to the Secretary of the Forum.

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5 **Declaration of Interests**

5.1 Members of the Sub-Committee shall declare an interest in any item for discussion in which they have a personal or prejudicial interest, for example proposals which directly affect the school in which they are a Governor or which their children attend, or in which they might have a pecuniary interest in the decision made. Where the interest is prejudicial they should withdraw from the discussion and take no part in the decision.

5.2 Where it is clear that a decision in which a member of the Sub-Committee has such an interest is likely to arise at a particular meeting, the member concerned may wish to invite an alternative member to attend that meeting.

6 **Indemnification**

The Authority shall indemnify members of the Sub-Committee and Forum against reasonable legal costs and expenses arising from decisions or recommendations made in good faith.

7 **Chair and Vice Chair**

7.1 The Forum shall elect a Chair and Vice Chair of the Sub-Committee prior to the first meeting of the Sub-Committee and subsequently at the next meeting which falls after the date which is a year after the meeting at which the Chair and Vice Chair was elected.

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7.2 The Chair and Vice Chair shall hold office until the next meeting which falls after the date which is a year after the meeting at which they were elected.

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7.3 The Chair or Vice Chair shall cease to hold office if they resign their office by giving written notice given to the Secretary. Deleted: 4

7.4 On ceasing to hold office the former Chair and Vice Chair shall be eligible for re-election. Deleted: 5

7.5 In the event of a casual vacancy occurring in the office of Chair or Vice Chair the members shall at the next meeting elect one of their members to fill that vacancy and the member so elected shall hold office until the date of the meeting at which the Chair or Vice Chair would have held office had the vacancy not occurred. Deleted: 6  
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## 8 Secretary to the Forum

The Secretary to the Forum will attend Sub-Committee meetings to advise. A Clerk from the Corporate Governance Section of the Authority will keep a record of each meeting of the Sub-Committee and deal with the administration of Sub-Committee business. Deleted: Constitution and  
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## 9 Venue and Times of Meetings

9.1 Sub-Committee meetings will be closed to the public. The minutes and recommendations of the Sub-Committee will, however, be passed to the Admissions Forum which is open to the public.

9.2 The Secretary will convene a meeting of the Sub-Committee, by giving a minimum of seven (7) working days notice of meetings.

9.3 The date of the meeting will be given to the Secretary by the sub-committee at a previous meeting, or on the direction of the Chair or in their absence the Vice Chair.

9.4 The Agenda shall be set by the previous meeting of the Sub-Committee or, if appropriate, by the Secretary in consultation with the Chair, or in their absence, the Vice Chair.

9.5 The Sub-Committee shall determine the frequency of meetings.

9.6 The Sub-Committee may invite interested parties to a meeting of the Sub-Committee if they consider it appropriate to do so having regard to the matters arising for discussion.

## 10 Quorum

The quorum for any meeting of the Sub-Committee shall be three members. Deleted: core

## 11 Minutes of the Meeting

The minutes of the meeting, after approval by the Chair or Vice Chair, shall be sent to the Forum. Deleted: of the Sub-Committee's core membership.

12 **Voting Arrangements**

12.1 Decisions on procedural and other matters as specified by the Regulations will be taken by a majority vote of all members present. In the event of an equal number of votes the Chair will have a casting vote.

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13 **Public Statements**

13.1 Public Statements on behalf of the Sub-Committee may only be made by the Chair or Vice Chair with the approval of the Sub-Committee and the Chair of the Forum.

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13.2 Any such action taken by the Chair or Vice Chair shall be reported to the next meeting of the Sub-Committee and the Forum.