

Warwickshire Schools Admissions Forum

Constitution

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1. PREAMBLE.

- 1.1 This document explains the duties and responsibilities of the Schools Admissions Forum ('Forum') established by Warwickshire County Council ('Local Authority'), a Local Authority, in compliance with its duty under section 85A of the School Standards and Framework Act 1998.
- 1.2 The Forum shall, in line with the law and guidance issued by Parliament, the Courts, the Department for Children, Schools & Families and the Local Authority, in particular the School Standards and Framework Act 1998 and School Admissions (Local Authority Reports and Admission Forums) (England) Regulations 2008:
 - (a) advise the Local Authority on school admission matters;
 - (b) advise the other Admission Authorities of maintained schools in the Local Authority's area on school admission matters; and
 - (c) exercise any other functions that:

- (i) the Forum may reasonably consider necessary to achieve its purpose; or
 - (ii) may be imposed on the Forum by Parliament or the law.
- 1.3 However, if there is a conflict between these Terms of Reference and the law, the Forum shall comply with the law.

2. RESPONSIBILITIES OF THE FORUM.

- 2.1 In order to satisfy the purpose outlined above and comply with its legal duties, the Forum shall:
- (a) consider how well existing and proposed admission arrangements serve the interests of children and parents within the Local Authority's area;
 - (b) promote agreement on admission issues;
 - (c) review the comprehensiveness, effectiveness within the local context and accessibility of advice and guidance for parents by the local authority, both through the published composite prospectus and the delivery of Choice Advice within the area of the Forum;
 - (d) consider the effectiveness of the Local Authority's proposed co-ordinated admission arrangements and advise on whether the Local Authority's proposed co-ordinated admission arrangements differ substantially from the previous year;
 - (e) consider the means by which admissions processes might be improved and how actual admissions relate to the admission numbers published;
 - (f) monitor the admission of children who arrive in the Local Authority's area outside a normal admission round with a view to promoting arrangements for the fair distribution of such children among local schools, taking account of any preference expressed in accordance with arrangements made under section 86(1) of the School Standards and Framework Act 1998;
 - (g) promote the arrangements for children with special educational needs, looked after children and children who have been excluded from school;
 - (h) monitor the effectiveness of the Local Authority's Fair Access Protocols;
 - (i) consider any school admissions issues that may arise; and
 - (j) consider whether to produce a report connected with the admission of pupils to maintained schools in that area as may be prescribed.

MEMBERSHIP.

Members:

2.2 The Forum shall consist of the Members specified in Appendix 1 and, provided the membership includes the minimum number specified in the legislation, the Local Authority shall determine the number of Members representing each group.

Other Requirements:

2.3 Members of the Forum who are appointed:

- (a) represent a religion or religious denomination of any foundation, voluntary schools or Academies in the Local Authority's area having a religious character shall be nominated by, in the case of:
 - (i) the Church of England, by the appropriate diocesan authority;
 - (ii) the Jewish faith, by the appropriate rabbinic authority for the school;
 - (iii) the Methodist faith, by the Methodist Connexional Education Secretary;
 - (iv) the Muslim faith, by the Association of Muslim Schools UK;
 - (v) the Quaker faith, by the Religious Society of Friends (Quakers);
 - (vi) the Roman Catholic faith, by the Diocesan Bishop or the equivalent in canon law for the diocese in which the school is situated;
 - (vii) the Seventh-Day Adventist faith, by the British Union Conference of Seventh Day Adventists; and
 - (viii) the Sikh faith, by the Nanaksar Thath Isher Darbar Trust.
- (b) to represent a school group shall:
 - (i) be nominated by the governing body of a maintained school in the Local Authority's area;
 - (ii) be a head teacher or a governor; and
 - (iii) not be an Local Authority governor;

Alternate Members:

2.4 Any Member of the Forum may nominate an Alternate Member to attend meetings of the Forum in their absence provided:

- (a) their nomination is made in writing to the Forum's Secretary;
- (b) the person nominated is approved by the Local Authority;
- (c) the nomination and approval have not been withdrawn; and
- (d) the Alternate Member is also able to satisfy the statutory requirements for the category of Member that they are replacing.

Vacancies:

2.5 In the event of a vacancy on the Forum, the Secretary shall:

- (a) advise the body the vacancy is intended to represent or the Local Authority, if there is no such body;
- (b) refer any nomination from said body of a replacement Member to the Local Authority; and
- (c) add the new Member's name to the membership of the Forum, upon receipt of:
 - (i) the Local Authority's approval of a nomination from such a body; or
 - (ii) the Local Authority's nomination, where there is no such body.

2.6 In the absence of a nomination from such a body, the Local Authority may nominate and appoint any person that it considers to be representative and it deems appropriate, to fill the vacancy.

Term of Office:

2.7 Members of the Forum shall have a term of office of four (4) calendar years from the date that the new Member should have attended their first meeting.

End of Membership:

2.8 A Member shall be removed from the Forum if:

- (a) they reach the end of their term of office;
- (b) they write to the Forum, the Secretary or the Local Authority and tender their resignation;
- (c) they were appointed by virtue of holding a particular office and they cease to hold that particular office;
- (d) the nominating body states, in writing, that the Member should no longer act as its representative on the Forum and the Local Authority agrees;
- (e) the Local Authority, following a recommendation from the Members, determine that the Member is unable, unwilling or unsuitable to continue with their duties; or
- (f) the Forum is dissolved, in line with the law.

Officers:

2.9 The Chair or Vice-chair of the Forum:

- (a) does not have to be a Member of the Forum; and
- (b) shall be appointed, by a simple majority of voting Members in attendance the relevant meeting, at:
 - (i) the first meeting each Academic Year; or
 - (ii) any meeting during the year when either position is vacant.

2.10 The Forum's Chair or Vice-chair shall cease to hold that office:

- (a) after the meeting of the Forum that falls a calendar year after the

meeting at which they were elected, although they shall be eligible for re-election;

- (b) they write to the Forum, the Secretary or the Local Authority and tender their resignation from the Chair or the Vice-chair; or
- (c) the Forum is dissolved, in line with the law.

2.11 The Chair shall be responsible for:

- (a) the management of meetings;
- (b) representing the Forum to other bodies; and
- (c) such other duties as may be reasonably required by the Forum.

2.12 The Vice-chair shall deputise for the Chair and perform such other duties as may be reasonably required by the Forum.

2.13 The Secretary: The Members shall appoint a person to act as secretary to the Forum, provided that person is:

- (a) nominated by the Local Authority; and
- (b) not a Member of the Forum.

3. CONDUCT OF MEETINGS.

Arrangements for Meetings:

3.1 The Members will determine and regulate the Forum's procedure, providing such procedures comply with:

- (a) the law; and
- (b) the rules within the Local Authority's Constitution on the arrangement and management of committee meetings, unless otherwise required by the law or determined by the Forum.

3.2 In particular, the Forum has determined that:

- (a) it will meet at least twice each calendar year;
- (b) the Forum's Secretary or, in their absence, the Local Authority, shall notify every Member of the date, time and place of said meeting, at least one (1) week in advance of said meeting;
- (c) to enable effective arrangements to be made for these meetings, each Member wishing to attend must inform the Secretary, in writing, at least one week before said meeting; and
- (d) any Member failing to comply with paragraph 3.2(c) of this Constitution can be refused admittance to said meeting.

Attendance at Meetings:

3.3 The Members may invite other interested parties to a meeting of the Forum, if they consider it appropriate to do so having regard to the matters arising for the Forum's discussion.

Exclusion of the Public:

- 3.4 The Forum shall determine whether its meetings are open to the public, for a specific meeting or the rest of the calendar year, at any meeting during the year at which the issue is raised by a Member of the Forum.

Quorum:

- 3.5 The quorum will be fifty percent (50%) of the Forum's Members, excluding any vacancies.

Voting:

- 3.6 Voting at the meetings of the Forum shall be by show of hands or, upon receipt of a request from a Member, secret ballot.
- 3.7 In any vote regarding the exercise of the Forum's power to refer an objection to the adjudicator:
- (a) the vote must be carried by a simple majority of those Members present at the meeting; and
 - (b) where the vote is tied, the Chair or, in the Chair's absence, the Vice-chair, shall have the second or casting vote.
- 3.8 A proposal shall not be deemed to be carried unless it has been approved by a majority of the Members present at the meeting, unless otherwise required by these Terms of Reference or the law.

4. REPORT OF PROCEEDINGS.

- 4.1 A copy of the draft minutes of each meeting, shall be supplied by the Secretary:
- (a) as soon as possible after the meeting, to the Local Authority;
 - (b) to each Member, when providing them with the agenda of the next meeting.

5. TERMINATION OF THE FORUM.

- 5.1 The Forum may be terminated by the Local Authority, in order:
- (a) to create a joint forum with another local authority;
 - (b) to create a new forum for its area; or
 - (c) to comply with the law.

6. ACKNOWLEDGEMENT.

On behalf of the Local Admission Forum, the Chair signs this Constitution:

- to confirm that its contents have been considered by the Forum; and
- to indicate the Forum's agreement to comply with their contents.

Name: (Chair)

Signature: Date:

APPENDIX 1: MEMBERSHIP OF THE LOCAL ADMISSION FORUM

A maximum of twenty (20) Members, which must include the following:	
a) the Church of England Diocesan:	a minimum of one (1);
b) the Catholic Diocesan:	a minimum of one (1);
c) Community Schools:	a minimum of one (1);
d) Voluntary Controlled Schools:	a minimum of one (1);
e) Voluntary Aided Schools:	a minimum of one (1);
f) Foundation Schools:	a minimum of one (1);
g) Parent:	a minimum of one (1), provided that they are resident in the Local Authority's area and, at the time of their appointment, has a child of compulsory school age or a child over two (2) years, who is receiving an education at primary school;
h) the local community:	a minimum of one (1);
i) Academies:	a minimum of one (1), provided that there are such establishments in the Local Authority's area;
j) City Technology Colleges and City Colleges for the Technology of the Arts:	a minimum of one (1), provided that there are such establishments in the Local Authority's area;
k) Members who appear, to the Members of the Forum in categories a) to j), to represent the interests of the local community	a minimum of one (1), as recommended by the other Members and appointed by the Local Authority.
l) the Local Authority:	any other Members appointed by the Local Authority;