

# Admission Forums

1. Admission Forums have a key role in ensuring a fair admissions system that promotes social equity, does not disadvantage one child compared to another and which is straightforward and easy for parents to understand. Forums are responsible for monitoring compliance with this Code and have important powers to publish a report on the effectiveness of local admission arrangements and to refer an objection to the Schools Adjudicator where they consider admission arrangements to be unfair or not in accordance with this Code.
2. The roles and responsibilities of Admission Forums are described in Chapter 4. This appendix provides information and guidelines on Forum membership, tenure, procedures at meetings and how they can promulgate advice. These guidelines should be read in conjunction with the Education (Admission Forums) (England) Regulations 2002, as amended by the Education (Admission Forums) (England) (Amendment) Regulations 2007.

## Membership

3. The core membership of Admission Forums is set out in regulations and is shown in the table below:

<b>MEMBERS NOMINATED BY</b>	<b>NUMBER</b>
Local authority – any representative of the authority	1 to 5
Schools – community and voluntary controlled	1 to 3
Schools – foundation	1 to 3
Schools – voluntary aided	1 to 3
Church of England Diocesan Board representatives	1 to 3
Roman Catholic Diocese representatives	1 to 3
Parent Governor representatives	1 to 3
Representatives of the local community	up to 3
Academies	1 per Academy
City Technology Colleges	1 per City
Technology College	

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4. The 2007 regulations require that all maintained schools, except special schools, in the local authority area, nominate a member, if not otherwise represented in the Core membership set out in paragraph 3 above. These are known as 'school members'.
5. The core membership of each forum may ask the local authority to appoint anyone it considers to represent significant interests in the local community, and in accordance with paragraph 3.23 of this Code **must** invite a UK service representative or representatives of other significant concentrations of Crown servants (e.g. GCHQ personnel) to join.
6. Admission Forums **should** include representatives of neighbouring local authorities where, for example, there are significant cross-border issues or they have a contribution to make. These representatives would be in addition to those of the home local authority.
7. Each representative of a school **should** be a head teacher, or a governor (other than one appointed to the school by the local authority who is also a member of the authority).
8. Academies are required by their funding agreements to nominate a representative to be a member of the Admission Forum and to notify the local authority of that nomination. City Technology Colleges are encouraged to take part and to have regard to the advice of the forum. Local authorities **must** invite each CTC in their area to nominate a member.
9. Local authorities **should** appoint representatives from faith groups not already represented, and minority ethnic groups.
10. If the Forum considers that it would be useful to appoint additional members to represent the interests of any section of the local community the local authority **should** appoint such members. For example, where the Forum is considering issues relating to the admission of looked after children, it **should** ask the local authority to appoint local authority officers with expertise in children's social care.
11. Where there is a particular issue that needs investigation and more detailed consideration local authorities **should** create a working group (which does not need to consist of Forum members) to carry out this work and report-back to the Forum.

## Tenure

12. Core members and school members of the forum are appointed for a period not exceeding 4 years, after which they are eligible for reappointment. Other members of the forum are appointed on the terms determined by the core members, including whether or not they are to be eligible for reappointment at the end of their term. Membership of the Forum **should** be reviewed in September each year. If a school, Academy or CTC member ceases to be a head teacher or school governor, they cannot continue on the forum in that capacity.
13. The local authority may also establish sub-committees to help the Forum in the performance of its functions. Sub-committees might be appropriate for considering primary and secondary issues separately, or, if the relevant area is large and has areas with distinct admissions patterns, separate sub-committees might consider issues in each area, before bringing them back to the main Forum for discussion.

## Procedure for meetings and appointment of officers

14. Regulations require Forums to meet at least twice a year, but the procedure for the meetings is regulated by the core members themselves. All members of the Forum **must** be given at least 7 working days notice of the time and date of the meeting and to be given any documents relevant to that meeting 7 days in advance. While all schools in an area will be members of their Forum, it will not be necessary for them to actively take part in all the work of the Forum and attend all its meetings.
15. The forum **must** appoint a Chair and Vice Chair, who may or may not be members of the Forum, and a Secretary to convene its meetings.

## Promulgating advice and making objections

16. Admission Forums **should** seek to achieve a consensus among the whole membership rather than secure a majority opinion and **should** only promulgate advice that represents the agreed views of the Forum as a whole. However, where the Forum votes on a proposal to make an objection to the Schools Adjudicator, in order for the objection to be made, the proposal **must** first be approved by a simple majority of all members (not just Core members) voting.

17. The local authority **must**, as a minimum, publish the Forum's advice on the school admissions section of their website and send copies to all admission authorities in the area. The advice **must** also be included in the composite prospectus published by the local authority each year for parents.