

# Admissions Forum

## Terms of Reference

The role of admission forums is set out in Education (Admission Forums) (Wales) Regulations 2003.

The Admission forums **must**:

- Consider how well existing and proposed admission arrangements serve the interests of children and parents within the area of the LA.
- Promote agreement on admission issues.
- Consider the comprehensiveness and accessibility of the admissions literature and information produced for parents by each admission authority within the area of the forum.
- Consider the effectiveness of any proposed co-ordinated admission arrangements.
- Consider the means by which admissions processes might be improved and how actual admissions relate to the admission numbers published;
- Monitor the admission of children who arrive in the LA'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 [1998 Act](#) and in accordance with this Code.
- Promote effective admission arrangements for children with SEN, looked after children and children who have been excluded from school.
- Consider any other admissions issues that arise.
- The Admissions forum should consider appropriate application dates for all primary and secondary school admissions within their area in consultation with neighbouring authorities as appropriate.
- Review the comprehensiveness, effectiveness and accessibility of advice and guidance for parents by the LAs and schools through the published composite prospectus (see paragraph 2.12).
- Agree procedures for ensuring that potentially vulnerable children and those who arrive in the area outside the normal admissions round are placed in a school as quickly as possible. Vulnerable children include those previously excluded from school, children in care, young offenders, children with SEN and/or disabilities, Gypsy and Traveller children, or those who are hard to place, or have challenging behaviour. Managed transfers of such children should be handled as quickly and sensitively as possible. The forum should ensure that all admission authorities in the area are aware of the agreed procedures and should monitor to ensure that they are working effectively.
- Monitor compliance with the School Admissions, and School Admission Appeals Codes and related legislation.

## Membership and attendance of the Forum

Name	Position	Time served as Forum Member *
Vacant	Chair	
Mrs S O' Halloran	Vice Chair	7 years
Cllr H David	Cabinet Member	3 years
Mr R Davies	Group Manager, Business, Strategy & Performance, BCBC	1 year
Mrs M Treharne	School Support Officer, Knowledge and Learner Support, BCBC	0 years
Vacant	Representative of the Roman Catholic Diocesan	
Mrs R Dixon	Headteacher Ysgol Y Ferch O'r Sger Corneli	6 years
Mr J Tarran	Headteacher Archdeacon John Lewis C in W Primary School	2 years
Mrs A Carhart	Headteacher Maesteg Comprehensive School	4 years
Mr W Bond	Parent Governor Heronbridge Special School	7 years
Vacant	Representative of the local community	

**Regulations require forums to meet at least twice a year**