

**MINUTES OF THE SCHOOLS ADMISSIONS FORUM  
MONDAY, 16 OCTOBER 2006**

Children's Service (5)	Cllr Liz Santry Cllr Emma Jones Cllr Lyn Weber Mr Ian Bailey Deputy Director Ms Sheila Locke, Head of Admissions Sue Panter, Head of Pupil Support Centre
Community Schools (1)	Ms Pauline Ashbee, Head of Highgate Wood School Ms Sue Panter, Head of Pupil Support Centre Ms Libby Goldby (Gov), Alexandra Park School
Special Schools (1)	Vacant
Voluntary Aided Schools (2)	Ms Anna Cumbers, (Head) St Mary's CE Infant School Ms Janet Ashdown, (Primary Gov) St Ann's CE School
Parent Governor (2)	Ms Christendai Bhagwandeem, Hornsey School Vacant
Local Community (2)	Mrs Indu Shukla, REJCC, Asian Community Ms Anne Ruff, Muswell Hill & Fortis Green Association
Roman Catholic Diocese Board (2)	Mr Mike Pittendreigh, Diocese of Westminster Vacant
Church of England Diocesan Board	Mr Graham Marriner, LDBS Vacant, LDBS
Greig City Academy (1)	Mr David Hearn, Acting Principal

<b>MINUTE NO.</b>	<b>SUBJECT/DECISION</b>	<b>ACTION BY</b>
<b>SAF13.</b>	<b>APOLOGIES &amp; COMMUNICATIONS</b>	
	Apologies for absence were received from Cllr Jones, Anne Ruff, Graham Marriner, Mike Pittendreigh and Libby Goldby for whom Denise Tunstall was substituting.	
	The Chair requested that Members where possible should endeavour to send a substitute to future meetings if they are unable to attend.	
	The Chair announced that it was important that a representative be sought to replace Pauline Ashby, Headteacher representative on the Community Schools group and that the vacant positions also be filled within the members groups.	
	Sue Panter advised the Forum that there was a secondary heads meeting due to take place on Tuesday 17 October and she would raise it there and seek a nomination. Sue also agreed to do the same at the Special Schools and Primary Heads meeting scheduled	

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	to take place on Wednesday 19 October and inform the Clerk of any outcome.	
<b>SAF14.</b>	<b>URGENT BUSINESS</b>  None received.	
<b>SAF15.</b>	<b>DECLARATION OF INTEREST</b>  None received.	
<b>SAF16.</b>	<b>MINUTES</b>  This item was deferred to the next meeting as the minutes of the meeting held on 7 June 2006 were not attached.	
<b>SAF17.</b>	<b>DEPUTATIONS/PETITIONS/PRESENTATIONS/QUESTIONS</b>  None received.	
<b>SAF18.</b>	<b>FUTURE CONSTITUTION &amp; TERMS OF REFERENCE OF THE SCHOOL ADMISSIONS FORUM</b> Sheila Locke, Head of Admissions advised the Forum that the Membership of the School Admissions Forum could in future include one member from each of the maintained schools in the area but not special schools. The membership was for each Admissions Forum to decide.  Under the new Regulations published for consultation School Admission Forums would have the power to make objections to the office of the Schools Adjudicator on admission arrangements for other admission authorities.  School Admission Forums would also be required to produce an Annual Report on subjects such as: <ul style="list-style-type: none"> <li>• How well the Hard to Place Pupils Protocol had worked.</li> <li>• The extent to which admission arrangements had served the interests of children.</li> <li>• The number of children transferred.</li> </ul> These were changes proposed under the new Admission Forums Regulations 2007, which were to be implemented from February 2007.  <b>RESOLVED</b>  That the Forum note the attached draft Admissions Regulations 2007.	
<b>SAF19.</b>	<b>CONSULTATION ON THE CODES OF PRACTICE</b>	

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	<p>1. The School Admissions Code</p> <p>Ian Bailey, Deputy Director, Children's Service gave a presentation on the code of practice in general. He advised the Forum that the consultation document was welcomed nationally. The main changes within the code were highlighted as either statutory or advisory. The Code also gave useful guidance in respect of what admission authorities "must" and "should" do. There were also procedures which should be mandatory with in the Code.</p> <p>Sheila Locke, Head of Admissions advised the Forum that overall the new code of practice required Admission Authorities, Governing Bodies, Local Authorities, Admission Forums, Schools Adjudicators and Admission Appeal Panels to act in accordance with the provisions of the Code, whereas the old Code required each of the bodies mentioned above to have regard to the Code.</p> <p>Sheila Locke tabled a draft list of comments on the consultation and outlined the rationale behind each comment. The Forum requested that secondary and primary head teachers should look at the proposed Code and provide comments. Sue Panter agreed to circulate the draft comments at the forthcoming head teacher's meetings.</p> <p><b>AGREED</b></p> <p>That Ms Panter circulate the draft comments at the forthcoming head teachers meetings.</p> <p>2. The School Admission Appeals Code</p> <p>Sheila Locke advised the Forum that there was no controversial changes to the proposed Appeals Code and tabled a further document detailing comments received. Members agreed to take away both sets of responses and provide further comments to Sheila Locke by 22 November 2006. The Forum was asked to note that the co-ordinated response was to be sent to the DfES by the closing date of the 1 December 2006.</p> <p><b>AGREED</b></p> <p>That both sets of responses be further considered by Members individually and ensure that any views be forwarded to Sheila Locke by 22 November 2006 in order for the coordinated response be sent to the DfES by 1 December 2006.</p>	
<b>SAF20.</b>	<b>CO-ORDINATED ADMISSIONS - SEPTEMBER 2006 INTAKE</b>	

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	<p>Sheila Locke advised the Forum that all children who had applied had been offered a school place. The admission service was informed that 17 pupils had not taken up their offer of a place. There were a small number of families who were not happy with their offer and the education welfare service was working with those families.</p> <p>The co-ordinated admission arrangements had been implemented smoothly, with all deadlines met.</p>	
<b>SAF21.</b>	<p><b>CO-ORDINATED ADMISSIONS 2007 INCLUDING E-ADMISSIONS</b></p> <p>Sheika Locke updated the Forum on the progress to date. The Admissions Team had received 1200 paper applications for secondary transfer and 305 e-admission applications. The Authority's target was to receive 5%, a total of 265 on line applications which had now been surpassed. The closing date for receipt of secondary applications was Friday 20 October 2006. The total expected number of applications is 2500 for secondary transfer and the Authority was on track to input all the paper applications onto the Pan London database before the deadline of 13 November 2006.</p> <p>Four hundred primary applications had already been put onto the system and there were 50 outstanding. It was expected that a total of 2800 application for primary school places would be received by the closing date of 17 November 2006.</p>	
<b>SAF22.</b>	<p><b>PROTOCOL ON HARD TO PLACE PUPILS</b></p> <p>Ian Bailey provided an update and advised Members that the guidance was going well until the publication of the Code of Practice. A letter had been sent to all schools to object to the protocol. The deadline for receipt of responses was the previous Friday (13 October 2006) with no responses received from voluntary aided schools or the academy. St Thomas More had responded stating they were awaiting comments from the Diocese, however, the Diocese had advised they would not be making any comments regarding Hard to Place Pupil Protocols.</p> <p>Mr Bailey reminded the Forum why there was a need for such a protocol. The Government had produced guidance in 2004 that all SAFs should promote Hard to Place Pupil Protocols within their area and all schools should sign up to it. The intension of the Protocol was to prevent all new pupils arriving in the area and previously excluded pupils being placed solely at schools which had vacancies.</p> <p>It was intended to continue discussions with voluntary aided and academy schools to attempt to sign them up to the protocol. Mr Bailey also commented that a trial of implementing the protocol had been carried out successfully and took into account several issues for the child for example, need, background of the family and distance from home to school. Schools had requested that they be notified of the admission before parents in case their was a declaration of</p>	

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	interest for the school. This request was still being considered by the Authority.	
<b>SAF23.</b>	<b>NEW ITEMS OF URGENT BUSINESS</b>  None received.	
<b>SAF24.</b>	<b>AOB</b>  Sheila Locke tabled the Admission to Haringey community primary and secondary schools and St Aidan's voluntary controlled school for the 2008-09 school year' consultation paper which detailed the main proposals for 2008-09 admission arrangements. The paper would be presented to the Executive in December 2006 and the Admissions Forum were invited to comment before the end of the first week in November. There were no substantial changes to the arrangements other than deadline dates.	
<b>SAF25.</b>	<b>DATE &amp; TIME OF NEXT MEETING</b>  Thursday 25 January 2006 at 6:00pm.  The meeting ended at 7:35pm.  Agenda items for the next meeting:  <ol style="list-style-type: none"> <li>1. Election of the Chair and Vice-Chair.</li> <li>2. Membership &amp; Terms of Reference of the Forum – based on new Regulations.</li> <li>3. Co-ordinated Admissions 2007 including e-admissions – update.</li> <li>4. Protocol on Hard to Place Pupils – responses from VA, Academy and Diocesan Boards update.</li> </ol>	

Cllr Liz Santry  
Chair