

Children & Young People's Services

To: Chairs of Governors, All Devon Schools

Cc: Headteacher, All Devon Schools
C of E and RC Dioceses
LAF Members

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Dear Chair of Governors

LOCAL ADMISSIONS FORUM (LAF)

Role of the Forum

You will be aware that LAF is a statutory body required under the school admissions code. The role of LAF is to:

- Discuss effectiveness of admissions arrangements;
- Consider how difficult issues might be resolved;
- Advise admission authorities on improvements to their arrangements;
- Draw concerns to the attention of admission authorities.

LAF is very much focussed on how admission arrangements work for the benefit of parents and children in Devon. It is concerned with looking at general issues across the admissions process, and is therefore not able to deal with specific issues that may affect individual schools.

Meetings are open to the press and public, and school based staff and school governors are able to attend meetings and observe from the public gallery if they wish to.

Membership of the Forum

Membership has, in the past, conformed to legislative requirements with representation across categories of school (Voluntary Aided, Foundation, Community and Voluntary Controlled) as well as elected members, LA early years representatives, DAG, Diocesan and Community representatives.

The Education and Inspections Act 2006 has amended the statutory basis for membership now allowing *any school, who is not already representing their 'category', to become a member of the forum*. In Devon this could result in potential membership of 370 schools which will essentially make the forum unmanageable. In light of this Ingrid Fisher has been in discussion with the

Headteacher Associations to seek a membership protocol. This was agreed in late 2007 with the 'categories' and number of representatives proposed as follows:

| | Number | Nominator | Current |
|------------------------|--------|-----------|---|
| Community Secondaries | 1 | DASH | R Haigh |
| Community/VC Primaries | 2 | DAPH | S Nield, Vacancy |
| VA Schools | 1 | DAPH | T Walker (retiring end of Summer term) |
| Foundation Schools | 1 | DASH | B Sindall |
| Trust Schools | 1 | DASH | Vacancy |

Contact details for your particular representative are available from the relevant Headteacher Association who can be contacted at:

DASH (Devon Association of Secondary Heads) - Ruth Robinson, Queen Elizabeth's Community College, (01363) 778334

DAPH (Devon Association of Primary Heads) - DAPH Administrator, Ide Primary School, (01392) 410766, daph@devon.gov.uk

Future Membership of the Forum

Therefore in agreement with the Headteacher Associations I would like to propose that core members, as set out above, will continue to represent schools on LAF. If I do not hear from you I will assume your agreement to this proposal. However, if you are not in agreement please contact me by **Friday 11 July 2008** in order that any responses can be reported to the Forum at their next meeting on 15 July and if necessary the membership protocol can be reviewed.

Details of LAF with past agendas and minutes can be viewed on the Devon website at:

http://www.devon.gov.uk/index/learning/schools/admissions/admissions_forum.htm

Yours sincerely



Lisa Boon
Schools Access Services Manager