

ADMISSIONS COMMITTEE – TERMS OF REFERENCE

Membership

- a. The committee shall consist of **not less than 3** non-employee governors, plus the headteacher. Decisions shall not be taken by any governor who has a conflict of interest with regard to any application submitted.
- b. The Committee shall have such specialist co-opted, non-voting members as the Governing Board shall appoint. The Committee may make recommendations for these appointments.

Quorum

The quorum shall be **3** governors.

Voting will be by a simple majority, with the Chair having a casting vote.

Meetings

The committee will meet in the **Autumn Term** to review the admissions arrangements appropriate to admissions for the school year following the next year of offer. Other meetings will be called by the Chair as necessary.

The Admissions Committee will appoint its own Chair (who may not be an employee of the school) and will arrange for confidential keeping, circulation and retention of the agenda and minutes of each meeting.

Reporting to the governing body

The Chair will report to the full Governing Board on the main decisions taken and any recommendations that the Governing Body needs to vote on, including on determination (formal agreement) of the future admissions arrangements.

Terms of Reference:

- every academic year, the Committee shall, ensuring compliance with the requirements of the current admissions law and Regulations, review and agree the admission arrangements appropriate to admissions for the school year following the next year of offer. These proposed arrangements to be taken to the Governing Board for approval – this process is known as the '**determination**';
- to carry out any **consultations** required where changes are proposed or every 7 years;
- to ensure that **statutory information** is published on the school website;
- to arrange meetings to consider **in-year applications** (ie applications that are not part of the normal admissions round, such as applications at other times of the school year or for a place out of year group);
- to ensure that applications made during the normal admissions round are **ranked** according to oversubscription criteria;
- to **monitor** the LAs coordinated admissions;
- to ensure that a process for **appeals** is in place and meets the requirements of the School Appeals Code 2012, for approval by the Governing Board.

Other; as appropriate for your school

Date: **xxxxxxxxxx**

