



ST PETER'S SCHOOL

ADMISSIONS COMMITTEE

TERMS OF REFERENCE 2018-2019

- To determine within statutory provisions and the Governing Body policy whether any child should be admitted to the School*
- To carry out an annual Review of the Governors' Admissions Policy and to make recommendations for changes for approval by the Governing Body.
- To review the admissions appeal procedure and ensure that Governors are properly represented at admission appeals. (Presenting the Governors' case is normally undertaken by the Deputy/Assistant Head, sometimes with a member of the Committee in support – other than the Headteacher.)

***cannot be delegated to an individual**

MEMBERSHIP

The Governing Body may nominate a pool of governors from which three will serve as the Admission Committee to consider bulk applications to Year R and Year 7 * If any Governor has a connection with any applicant which could affect their ability to act impartially they should not serve at the hearing.* Of necessity the Chair may appoint additional members to the nominated pool of governors.

- * Of necessity, admissions to Year 12 have to be processed by senior management within the School, with the Committee having a watching brief and approving final recommendations from the Head.

Admissions to other year groups and waiting lists are dealt with ad hoc, often under 'Chairman's Action', with the Committee fully updated at its next meeting.

It is considered good practice to appoint the Headteacher onto any admissions committee, but the Headteacher cannot act in place of the Governing Body in determining the School's Admissions Policy or in deciding on the admission of any individual child.

Name of Governor
Richard Dickinson ex officio Chair of Governors
Kevin Allen
Robert Belcher ex officio Vice Chair of Governors
Tracy Allen
Louise McDonald
Louise Devereux
Kelly Yates

Chair of the Committee	To be agreed by the committee
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Clerk to the Committee	The current Clerk to GB St Peter's School
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Quorum	3
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AUTHORITIES

COMMITTEE	<p>Subject to formal approval by the Governing Body, to decide all individual admissions in the criteria order approved by, and within the numerical limits agreed by, the Governing Body.</p> <p>This Committee is authorised to co-opt other Governors (with vote) (other than the Headteacher and any Staff Governor) to assist in the process of</p>
ACTION OF CHAIR	<p>Matters requiring decisions that cannot wait for the next scheduled meeting of this Committee, can be dealt with by 'Chairman's Action'. Delegated authority will normally be recorded within meeting minutes. Admissions to other year groups and waiting lists can be dealt with ad hoc, under this 'Chairman's Action', with the Committee fully updated at its next meeting.</p>

These terms of reference agreed by the Governing Body	16 January 2019
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Date Committee established	12 April 2016
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Date of review: (with other TORs)	July 2019
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