



ADMISSIONS COMMITTEE TERMS OF REFERENCE 2020-21

PURPOSE

- 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 listed.

Nicole Sharp ex officio Chair of Governors
Kieran Allen
David Allen
Robert Belcher ex officio Vice Chair of Governors
Tracey Allen
Peter Booth
Louise McDonald
Rev Roger Carr-Jones
Martin Gerrard
Louise Devereux
Kelly Yates
Peter Evans

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.

Meetings

- The committee will meet at least twice a year.
- The Chair will be agreed at the meeting.
- The quorum for meetings is three members of the Admissions Committee.

General Terms of Reference of the Admissions Committee

- 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.
- 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 Headteacher.
- 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.