



## Terms of Reference: Admissions Committee

**Membership:** the membership of the Admission Committee will comprise four governors, with a majority of Foundation governors.

**Quorum:** the quorum for a meeting of the Admissions Committee shall be three governors.

**Clerk:** the clerk to the committee is the Clerk to the Governors.

**Chair:** the chair will be appointed by the GB. The Headteacher (if a member) may not chair the Committee.

### **Responsibilities:**

- To determine applications for admission in accordance with the Governing Body's published Admissions Policy.
- To ensure that the consultation process on the school's admission arrangements is effected within the specified timetable, and within that process, that the full Governing Body approves the admission arrangements.
- To delegate midterm admissions to the Headteacher - in accordance with Midterm Admissions policy.
- In the unusual event that there are two or more applicants for one place who are not separated by the criteria, the decision must be made by the Committee.
- To decide on all waiting list admission applications.
- To ensure that the Governing Body's approved arrangements are in place for parents to appeal against the Committee's decision not to offer a place.
- To carry out its duties in accordance with the DfE Codes of Practice on Admissions and Admission Appeals.
- To monitor the admission and appeals process and bring appropriate matters to the attention of the Governing Body.
- To keep the admission arrangements under review and make recommendations to the Governing Body for approval.
- To report any decisions taken on behalf of the Governing Body to the next full meeting.
- To carry out any other reasonable and appropriate duties at the request of the Governing Body.

**These ToR will be reviewed annually.**

**Reviewed by Governing Body: September 2016**

**Signed by Chair of Governors: N Bowles**

**Date: 27<sup>th</sup> September 2016**