



*'In God's love, aspire and achieve to be the best'*

## **Terms of Reference - Admissions Committee**

To be reviewed yearly

### **Purpose of Committee**

The purpose of the Admissions Committee is to provide support and guidance to the Headteacher on all matters relating to Admissions of pupils to the school.

### **Composition**

The Admissions Committee is made up of at least 4 members (2 of which should be Foundation Governors) including the Headteacher, Chair of Governors or Vice Chair of Governors

The Committee shall elect a Chair and Vice Chair from its membership.

### **Meetings**

The Committee shall meet as soon as possible in the Autumn Term, and in March to confirm any changes after statutory consultations are completed.

A quorum shall be 3 of the members of the Committee.

### **Minutes**

The minutes of the meeting should reach Committee members within one week of the meeting.

### **Voting**

Voting is by simple majority with the Chair having the casting vote.

### **Reporting**

The Committee shall report to the next Full Governors' meeting.

### **Terms of Reference of the Committee**

1. To determine within statutory provisions and the governing body policy whether any child should be admitted to the school – (This cannot be delegated to an individual)
2. To review admission criteria annually and make recommendations to the Governing Body.
3. To consider the admission criteria of other local admission authorities and take appropriate action.
4. To consider advice and recommendations from the Diocese, DfE and LA and advise the Governing Body.
5. To ensure relevant paperwork and attendance is in place for Admissions Appeals.
6. To carry out the governors' responsibilities for the school prospectus and for the statutory information on the school's website.
7. To approve the school prospectus.