

# **St Marks CE Primary School**

## **Terms of Reference Admissions Committee**

### **Membership**

The committee shall consist of at least 3 members, one of whom must be the Headteacher and at least one Foundation Governor. The committee may have such associate voting members as the Governing Body may appoint. The term of office of an associate member is one year. The committee may make recommendations for such appointments.

### **Quorum**

3 governors (to include the Headteacher and at least one Foundation Governor). An associate member cannot count towards the quorum.

### **Meetings**

Meetings shall take place at least twice a year, once in the first half of the Autumn Term and once in the Spring term, and otherwise as required. These meetings must be scheduled to meet the determination and consultation deadlines as specified in the Schools Admissions Code.

In cases of urgency, for example to deal with ad-hoc in year applications, meetings may be held remotely including, but not limited to, telephone or video conference.

### **Objectives**

- to annually review the previous year's admissions in the Autumn Term. If changes are proposed, effect consultation with the consultees as required by the Schools Admissions Code
- to draft the final Admissions Arrangements and then receive full ratification from the Full Governing Body to ensure that the school has formally determined its Admissions Arrangements by 28 February of every year. Ensure too that the FGB has fully minuted the details of these decisions.
- ensure that determined Admissions Arrangements are sent to the Local Authority and Diocese and posted on the school website by 15 March each year.
- if the school is oversubscribed, apply the oversubscription criteria to all applicants and decide which children are to be admitted and which refused a place, and to ensure that such decisions are not delegated to the Headteacher or any other individual.
- ensure all procedures regarding notification of parents of offer or refusal of a place and the right to appeal are carried out
- to liaise generally with the Local Authority and Diocese regarding admissions to the school as required
- Prepare the case of the Governing Body to go to the appeal panel. Provide a person to represent the Governing Body, as the admission authority, at any formal Admission Appeal hearing.
- to inform the Full Governing Body of issues relating to Admissions

**Policy/Document responsibility**

The Admissions Policy, including the Supplementary Information Form

The In-Year Admissions Procedure

The Appeals Information Sheet

The Admissions Committee Terms of Reference

Public Notice of Consultation of changes to the Admissions Policy