

# Terms of Reference for the Admissions Committee of St. Martin's CE Primary & Nursery School

Membership:	
<ul style="list-style-type: none"><li>The headteacher must be a member</li></ul>	The Committee will consist of three governors from the following list, depending on availability:  Amy Hardinge Brian Gravenor Jennifer Elliott Jon Holder
<ul style="list-style-type: none"><li>Associate members may not be included</li></ul>	Lynette Bickers Ruth Marsh Gemma Tozer-Howe Phil Wales
<ul style="list-style-type: none"><li>It is not appropriate to include staff governors</li></ul>	(8)
Quorum ( <i>three is advisable</i> ):	3
Chair of Committee:	TBC when meetings required
Clerk of Committee:	J Brooks (or as agreed by the Governing Board if the Clerk is unavailable)
Date agreed:	16 <sup>th</sup> October 2023
Dates of Meetings	Meeting dates to be set as required.
Review Term:	Annual
Dates reviewed:	

## Agreed Terms of Reference

### **Admissions and appeals are processed by the Local Authority on behalf of the school. This Committee has the following responsibilities:**

- To have an understanding of how the Local Authority apply the over-subscription criteria.
- To receive and consider information from LA regarding the ranking of pupils who have not been allocated a place in the first round (including distance information) and the appeals process.
- To liaise with the school administrative team to ensure that governors receive any information from the LA regarding ranking and appeals.

- To review the Governing Body's admission policy, over-subscription criteria and PAN and make any recommendations for change to the whole Governing Body.
- To ensure that the consultation process is carried out in accordance with guidance contained in the School Admissions Code and the Department for Education
- To support the Governing Board/Chair in making the case for refusing an application for admission to an Independent Appeals Panel.
- To consider, with the Headteacher, any applications for admission after the normal point of entry that may be refused and make decisions on these applications within five days of them being received.
- To ensure the school's Admissions Arrangements are published on the school website on the date advised by the Diocese and DCC and to review these annually.
- To ensure minutes (with decisions and action points) are taken at each meeting and circulated promptly to all members of the Governing Body and, where appropriate, the LA
- To consider an appeal against LA directions to admit pupils
- To act in accordance with any Trust Deed for the school (as long as this does not contravene any statutory requirements)
- To ensure the school continues to serve the needs of the whole community within the area served by the school.