

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

Membership:

- The headteacher must be a member
Tania Beard
Sheena Wright
- Associate members may not be included (2)
- It is not appropriate to include staff governors

Quorum (*three is advisable*): 3

Chair of Committee: TBC

Clerk of Committee: J Brooks

Date agreed: 14th October 2013

Dates of Meetings 10th September 2018
Meeting date to be set in Spring Term if required.

Review Term: Annual

Dates reviewed: 13th October 2014
22nd September 2015
18th July 2016 (OG added as Committee member)
20th September 2016
13th September 2017
17th September 2018

Agreed at meeting of full governing body: **19th October 2015, 10th October 2016, 13th September 2017, 17th September 2018**

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.
- 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.