

ADMISSIONS COMMITTEE

Membership

The Admissions Committee shall consist of at least four governors and the Head teacher.

Meetings and Quorum

The Committee shall meet once a term as required. The quorum for a committee meeting shall be 3 governors, including the Head teacher or her nominated deputy.

Any Admissions Committee member who has a financial or other interest in a matter under discussion must withdraw from the meeting.

Clerk

The Clerk to the Committee will ensure that agendas and papers for each meeting are sent out seven days in advance.

Terms of reference

- (a) To determine applications for admission in accordance with the Governing Body's published admission policy whenever there is a decision to be made between applicants and, if there is oversubscription, to establish a waiting list in accordance with the governors' policy.
- (b) To authorise the Admission Committee to give power to the Head teacher, or the Chair of the Admission Committee, to admit applicants outside the normal admission round where a decision does not have to be made, i.e., where a vacancy or vacancies exist and the number of current applications does not exceed the number of vacancies. Such actions must be carried out in accordance with the protocols in the LA in-year co-ordination scheme where it exists.
- (c) Once a waiting list has been agreed by the Admission Committee for any year group, the Head teacher, or Chair of the Admissions Committee, will have power to admit pupils in accordance with that list, provided that no new application has been received since it was established or reviewed, in which case any vacancy must be referred to the Committee for determination.
- (d) To ensure that the consultation on the school's admission arrangements (where required) takes place within the required timetable, and within that process, that the admission arrangements are determined each year by the full Governing Body regardless of whether, or not, changes are made.
- (e) To advise the full Governing Body on any changes to the admission arrangements and to seek the Governing Body's approval to the changes by the required date.
- (f) To ensure that arrangements are in place for parents to appeal against the Committee's decision not to offer a place.
- (g) To carry out its duties in accordance with the DFE Codes on Admission and Admission Appeals and with regard to the guidance of the Southwark Diocesan Board of Education.
- (h) To monitor the admission and appeals process and analyse the intake each year to ensure that the policy does not discriminate against any section of the community and bring appropriate matters to the attention of the Governing Body.

- (i) To report any decisions¹ taken on behalf of the Governing Body to the next full meeting.
- (j) To carry out any other reasonable and appropriate duties at the request of the Governing Body.

¹ The minutes of the Admission Committee should include the names of all applicants, the criteria they fulfilled and whether they were offered a place. These may be required at an appeal hearing. The governing body would not need such detailed information, but would be given a summary detailing the number of pupils admitted under each criterion.