

## Trent CE Primary School Admissions Committee Terms of Reference



### Membership

- The membership of the Admissions Committee will comprise four Governors (the fourth to act as a reserve in case of absence of one of the other Governors)
- The **quorum** for a meeting of the Admissions Committee shall be 3 Governors
- The Committee will appoint its own Clerk who will not be a member of the Committee. **The Clerk's role** will be to minute the decisions of the Committee.
- The Chair will be appointed by members of the Committee. The Head Teacher (if a member) may not chair the Committee.
- Members will declare any conflicts of interest in advance and be excluded from relevant discussion and decisions.

### Purpose

- To determine applications for admission in accordance with the Governing Body's published Admission Policy
- To ensure the consultation process on the school's admission arrangements is effected within the specified timetable, and within that process, that the full Governing Body approves the admission arrangements
- Where there are two or more applicants for one place, the decision must be made by the Committee.
- Where the waiting list has been agreed by the Admission Committee for any given year group, the Headteacher will have power to admit pupils in accordance with that list subject to any new applications received since the waiting list was established being decided by the Committee
- To ensure that the Governing Body's approved arrangements are in place for parents to appeal against the Committee's decision not to offer a place
- To carry out its duties in accordance with the DfES Codes of Practice on Admission and Admission Appeals and LDBS guidelines
- To monitor the admission and appeals process and bring appropriate matters to the attention of the Governing Body
- To keep the admission arrangements under review and make recommendations to the Governing Body for approval
- To report any decisions taken on behalf of the Governing Body to the next full meeting
- To carry out any other reasonable and appropriate duties at the request of the Governing Body