

St Joseph's College Edmund Rice Academy Trust Admissions Committee Terms of Reference

Purpose Statement

The Academy Trust is its own admissions authority. The committee is established to determine the school's admission policy in accordance with the School Admission Code published by the Department for Education and to allocate admissions in accordance with that policy.

Membership

Membership of the Admissions Committee will be agreed at the Full Governing Body meeting in line with all other sub-committees.

Role of the Chair

- The chair will be appointed by the Committee annually at the first meeting of the new School year.
- The chair will direct and control the meetings
- To cast a further vote if necessary to resolve any tied decision(s).
- To represent the committee at other meetings as necessary. To provide a report of the committee's actions to the Governing Body as required.
- To ensure accurate minutes are taken at each meeting.

Quorum

The Admissions Committee will be viewed as quorate with 3 voting Governors in attendance.

Meetings

The Admissions Committee will meet annually to allocate admissions in accordance with the school's admission policy. There may be a further annual meeting to review policy. Further meetings to consider any other matters concerning admissions will be arranged as and when required.

Review

These Terms of Reference will be reviewed annually at the first meeting of the new school year and agreed in by the Full Governing Body.

Terms of Reference

- Review the school's admissions policy, including the admissions criteria, in accordance the School Admissions Code
- Ensure that the timetable for the review of the policy provides adequate time for the statutory requirement to inform the Local Authority of any changes.
- Recommend to the Governing Body for approval any changes to the admissions policy
- Consider applications for admission to the school and decide on the admission of pupils in accordance with the Governing Body's published admissions policy and criteria
- Ensure that arrangements are in place for parents to appeal against the Committee's decision not to offer a place in accordance with procedures approved by the Governing Body
- Monitor arrangements for the admission of pupils and any associated appeals process and inform the Governing Body of any appropriate issues
- Determine any other issues referred to the Committee by the Governing Body

- The Committee will oversee those policies identified in Governors' Annual Plan and ensure they are reviewed in a timely manner.

Delegation

The Headteacher will admit pupils outside the usual admissions timescale up to the school's Published Admission Number. Where there are more applications than places available outside the usual admissions timescale these may be referred to the Committee for a decision.

Reviewed: November 2016

Signed by Chair of Admissions Committee:.....Date.....

Signed by Chair of Governors: Date.....