



## **Admissions Committee – Terms of Reference 2023 - 2024**

The Governing Board must act as a corporate board. They must act with integrity, objectivity and honesty and in the best interests of the school. They must be open about, and be prepared to explain their decisions and actions.

The Governing Board should act as “critical friend” to the Headteacher, that is to say, they shall support them in the performance of their functions and give constructive criticism.

- Membership** To consist of at least 3 Governors, one of whom will act as Chair.
- Voting Rights** It is considered good practice to appoint the Headteacher on to the Admissions Committee, but Headteachers cannot act in place of the Governing Board in determining the school’s admissions policy, or in place of the Admissions Committee in deciding the admission of any individual child.
- Chair** To be elected by the committee. The Governing Board can remove the Chair at any time.
- Clerk to the Committee** To be determined by the Full Governing Board. The Governing Board can remove the clerk at any time.
- Quorum** To consist of 2 governors (including the Headteacher). At any panel hearing it is recommended that either 3 or 5 members sit, to allow majority decisions to be possible.
- Meetings** As required and within statutory timescales.
- Admissions to be included in the FGB Agenda. Meetings as required to consider extraordinary applications or circumstances.
- Agendas / Papers** / To be circulated to all members at least one week before the meeting
- Minutes / Confidential minutes** / To be circulated to all members of the committee one week prior to the meeting, and with the agenda/papers for the next Full Governing Board meeting, for all other Governors. Minutes to include the items discussed, decisions made and/or a record of any proposals/recommendations for the Governing Board to consider, and clear reasons for decisions taken.

In coming to its decisions the committee should give due regard to the:

- Section 88(1)(a) and (b) of the School Standards Framework Act (SSFA) 1998
- SEN Code of Practice
- Equalities Act (2010)
- DfE Schools Admission Code of Practice
- DfE Schools Appeals Code of Practice

### **Main Terms of Reference**

- Appoint the Chair of the Committee
- Appoint a Clerk to the Committee
- To draft and review the school's admission arrangements / over-subscription criteria
- To consult as appropriate with other admission authorities on any non-statutory changes to the school's admission arrangements / over-subscription criteria within required timescales and in-line with the admissions code of practice
- To report consultation comments and recommended changes back to the Full Governing Board for consideration
- To ensure admission arrangements are approved annually by the Full Governing Board

### **Additional delegated responsibilities for the committee include:**

- To ensure applications are prioritised by reference to the over-subscription criteria, and that this is applied lawfully and in accordance with the school's policy
- To determine within statutory provisions and the Governing Board's admission arrangements, whether any child should be admitted to the school during the September admissions round (this cannot be delegated to an individual)
- To consider "late" Year 7 applications after all "on-time" applications have been considered, (This cannot be delegated to an individual)
- To maintain a waiting list for Year 7 applications until the end of the autumn term, annually
- To report on admission outcomes to the Governing Board in broad terms
- To report all in-year admissions via the Salford In-Year Fair Access Protocol to the Governing Board in broad terms.

### **Committee members**

FGB Meeting 10.11.2021: The updated Terms of Reference were agreed by Governors. It was agreed to remove governor names off individual ToRs and keep a live membership list for review as necessary.

Proposed Mrs J Brooks  
Seconded Mr D Grounds

Reviewed Autumn 2023 - 2024

Signed (Chair)

Date