



Admissions Committee - Terms of Reference

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 shall act as "critical friend" to the Executive Headteacher/Headteacher, that is to say, they shall support them in the performance of their functions and give constructive criticism.

Membership

To consist of 5 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 on the admission of any individual child.

Quorum:

To consist of 3 governors (including the Executive Headteacher OR Headteacher)

Meetings: As required and within any statutory timescales.

Agendas/Papers: To be circulated to all members at least one week before the meeting.

Chair: To be elected by the Full Governing Board. The Governing Board can remove the Chair at any time.

Clerk to the Committee: To be elected by the by the Full Governing Board. The Governing Board can remove the Clerk at any time.

Meetings: Admissions to be included in FGB Agenda. Meetings as required to consider extraordinary applications or circumstances.

**Minutes/
confidential
minutes** To be circulated to all members of the committee 1 week prior to the date of the meeting, and with the agenda/ papers for the next Full Governing Board meeting, for all other Governors. Minutes to include 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 and Framework Act (SSFA) 1998
- SEN Code of Practice
- Equalities Act (2010)
- DfE Schools Admissions 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/ oversubscription criteria.
- To consult as appropriate with other admission authorities on any non-statutory changes to the schools admission arrangements/oversubscription 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 oversubscription 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.

Review

Membership and Review shall be agreed on an annual basis and the first meeting of the Full Governing Board.

Membership

Rev Fr L Devany (Chair)

Rev Fr Clarke

Rev Fr Collins

Mr P Murden (Executive Principal)

Mrs A Byrne (Headteacher)

Clerk to the Committee/Admissions Coordinator : Mrs J Taylor

Review|: Membership and Terms of Reference to be reviewed termly at the Governors' Finance and Staffing Committee meetings and ratified annually at the first Full Governing Board meeting.

Review:

Signed:

Date: 18.10.2018

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(Chair)

Date of next review –Full Governing Board –20.03.2018

Signed: Date:
(Chair of Governors)