

HORSINGTON CHURCH SCHOOL

ADMISSIONS COMMITTEE: TERMS OF REFERENCE

ROLES/RESPONSIBILITIES AND YEAR PLANNER

The Admissions Committee is constituted by the Local Governing Board and endorsed by the Bath and Wells Multi Academy Trust, in order to administer admission applications and deal effectively with day to day admission matters.

The Committee will seek advice and will be supported in this process by the Bath and Wells Multi Academy Trust and its representatives.

The statutory responsibilities of the admission authority are to be observed at all times.

At the final meeting of the governing board in each academic year, the governing board should:

- Consider and confirm the committee's recommendations for its terms of reference, delegated powers and priorities for the academic year. The terms of reference should include the activities listed below, together with any additional items that the local governing board, on behalf of the Bath and Wells Academy Trust may wish to include.
- Consider and confirm the membership of the committee, process for electing a chair, clerking arrangements and delegation to the headteacher.
- The committee will comprise minimum of 3 governors.

At the first meeting of the academic year the committee should:

- Elect a chair
- Agree work priorities.
- Determine a quorum for any meeting of the committee. In any event, the quorum must be not less than two governors who are members of the committee.

At a full governing board meeting:

- Agree planned dates for the year.
- Governing body to endorse the proposed admission arrangements.

DELEGATED TASKS
AUTUMN TERM
To review the published admission arrangements on an annual basis and to recommend to the admissions authority any alterations for consultation
SPRING TERM
To (re)publish admission arrangements on an annual basis by the statutory deadline 15th April

DELEGATED TASKS
To review the rank list of admission applications from the first round of admissions and agree for the following September intake into Reception.
SUMMER TERM
To review the rank list of admission applications from the second round of admissions for the following September intake into Reception
TERMLY
To review admission limits on a termly basis and recommend any alterations to the Admissions Authority
ONGOING
To ensure the right of appeal for all applicants whose child is refused admission to the School
AS REQUIRED
<p>To administer each school admission application on behalf of the Admission Authority (The Bath and Wells Multi Academy Trust).</p> <p>To take each admission application decision by involving at least three members of the Admissions Committee, one of which must be the Headteacher. Taking into account the detail of the application form and any subsequently submitted information relevant to the case.</p> <p>To admit children up to the Published Admission Number and other admission limits applying at the time, providing it is legal to do so and the case is not complex.</p> <p>To appropriately consider applications that meet the requirements of LA Fair Access Protocols and refer these to the admissions authority and/or the LA as deemed appropriate</p>

Disqualification from membership of the committee

None

Terms of reference agreed: 19May2017