

ADMISSIONS COMMITTEE

Qualities Required

- Ability to work as part of a team
- An ability to plan for the future

Membership and Meetings

- A minimum of three members, consisting of the Headteacher and at least two other governors. Nobody who is a non-governor may be a member of the committee
- Committee meets twice yearly – November and March, usually during school hours

Quorum

Three members including the Headteacher

Terms of Reference

The Admissions Committee is responsible to the Governing Body for:

- Preparation and annual review of the school Admissions Policy including criteria, to be presented to the Full Governing Body meeting for approval
- Ensure procedures regarding entry onto and maintenance of the school waiting list are carried out
- Consideration of the promotion of the school in such a way as to attract more pupils should the projected number of admissions fall significantly below planned admissions limit
- Review planned admissions limits
- Ensure L.A. admissions procedure/programme is adhered to

Delegated Powers

- Approval of Admissions Policy (to be offered to Full Governors at first meeting following approval)

Matters which cannot be delegated to Admissions Committee

- Determining admissions arrangements
- Objecting to the admissions of another admissions authority
- Fixing of admissions numbers and variation of standard numbers

**EXAMPLES OF WHAT THE ADMISSIONS COMMITTEE HAS DONE
OVER THE LAST 12 MONTHS**

- Reviewed Admissions Policy – taking into account those of local schools and new legislation
- Monitored school admissions numbers
- Supported L.A. co ordinated programme of admissions
- Review 'In Year' Admissions in line with L.A. guidance