

St Mary & St Paul's CE Primary

Governing Body Committees

Terms of Reference – ADMISSIONS

Membership

The committee will comprise of 4 (four) governors, one of whom shall be the Headteacher.

The membership and Terms of Reference of the Committee shall be reviewed annually.

The quorum will be 3 (three) Governors.

Terms of Reference

- a. To take decisions on allocations and, where the school is oversubscribed, to apply the admissions policy as agreed by the Governing Body, ensuring procedures fit with the agreed Knowsley co-ordinated admissions scheme.
- b. To review the Governing Body's admissions policy and number annually and make any recommendations for change to the whole Governing Body.
- c. To ensure that the consultation process is carried out in accordance with guidance in the School Admissions Code of Practice and any other relevant regulations.
- d. To support the Governing Body/Chairperson in making the case for refusing an application for admission to an independent Appeals Committee.
- e. To consider and set admissions arrangements for entry to Nursery.
- f. To consider any mid-year applications are dealt with in good time and as agreed under the Knowsley mid-year procedures. Where the Governors refuse a place, to ensure the applicant is told of the reason and given the right of appeal in writing.
- g. To publish the school's Admissions Arrangements in the School Prospectus and to ensure a copy is provided to the LA to publish in the composite prospectus.
- h. Where appropriate, to appeal against LA directions to admit pupils.
- i. To ensure minutes are taken at each meeting and supplied to the Governing Body.