



THE KITE PRIMARY FEDERATION

THE ADMISSIONS COMMITTEE

TERMS OF REFERENCE

Purpose

The main function of the Committee is to advise the Governing Board on all matters concerning admissions.

Delegated Powers

The Committee shall have delegated powers to make decisions on admissions on the following specific tasks:-

- a) To decide the number of pupils in any relevant age group that it is intended to admit to the school in any school year and make recommendations for any change to the Governing Board
- b) To review on an annual basis the arrangements for the admission of pupils to the school.
- c) To ensure that the consultation process is carried out in accordance with the School Admissions Code
- d) To publish the school's admission arrangements on the school's web site.
- e) To determine the offers that shall be made against the criteria for admissions to the Reception Year entry.
- f) To support the Governing Board/Chair in making the case for refusing an application for admission to an independent appeals panel.
- g) To consider appeals against LA directions to admit pupils.

Membership

The minimum membership of the committee will be four governors including the Executive Head teacher. The Chair of Governors will be an ex-officio member. Non-voting members will be co-opted by the Committee as required.

Chairing

The Chair to the Committee shall hold office for a period of one year commencing in the Autumn term.

The Clerk will be responsible for ensuring the minutes and agenda for each meeting are circulated at least one week before each meeting, where possible. Reports to the Governing Board will be sent one week before the main Governing Board meeting.

Quorum

The quorum shall be three, of which the Executive Headteacher shall be one. To ensure a quorum all members are expected to attend; apologies must be sent to the Chair of the Committee.

Frequency of Meetings

Meetings will be held once a term or more frequently if required. Two weeks’ notice is to be provided except in the case of an emergency.

Review

These Terms of Reference were approved by the Federation Board in April 2020 and are to be reviewed annually in September, starting September 2020.

Signed..... Chair of Governors

Dated.....

Review Date: Autumn Term 2023

Approved by Full Governing Board	
Next Review due	Date: Autumn Term 2024
Chair of Governing Board:	Signature: