

Terms of Reference for the Admissions Committee of the Governing Body of West Hill Primary School

Membership:	John Pulsford Simon Pedrazzini Rowan Ross
Three or five governors who can include the headteacher	
	Reserves: Cheryl Boulton
Quorum:	3
Chair of Committee:	Simon Pedrazzini
Clerk of Committee:	A Member of the Committee will minute the meetings

Agreed at meeting of full Governing Board 23rd January 2019

Date of review – September 2019

These terms of reference are reviewed annually by the Governing Board and when there are any changes to the Board membership.

Agreed Terms of Reference

- To apply the oversubscription criteria as agreed by the Governing Board and advise the Local Authority (LA) of the ranked list (including distance information as requested from the LA).
- The Governing Board is responsible for reviewing the Admissions Policy, oversubscription criteria and PAN. The Admissions Committee will make any recommendations for change to the whole governing body.
- To ensure that the consultation process is carried out in accordance with guidance contained in the School Admissions Code and from the Department for Education.
- To support the Governing Board/Chairman in making the case for refusing an application for admission to an Independent Appeals Panel.
- To consider, with the Headteacher, any applications for admission after the normal point of entry that may be refused.
- To publish the school's Admissions Arrangements on the School website.
- To ensure minutes (with decisions and action points) are taken at each meeting and circulated promptly to all members of the Governing Board and the decision taken, with any pertinent evidence, communicated to the LA.
- To consider an appeal against LA directions to admit pupils.