



BLESSED HUGH FARINGDON CATHOLIC SCHOOL

ADMISSIONS COMMITTEE TERMS OF REFERENCE

2025 - 26

Membership

This Committee will consist of the Head teacher (who shall be entitled to vote whether or not s/he is a governor) and at least three other members of the Governing Body with voting rights. Associate governor holding a position will be permitted voting rights for this committee only.

The committee should elect its own Chair, who cannot be the Head teacher.

Quorum

The quorum for a meeting of the Committee shall be not less than three of the members with voting rights

Frequency

The Committee shall meet as necessary

Clerk

Meetings may be clerked by any person nominated by the Committee, except for the Head teacher.

Overall Purpose of the Committee:

1. To review the Admissions Policy annually and make recommendations for changes to the full Governing Body.
2. To ensure that the annual consultation process on the school's admission arrangements is affected within the specified timetable and, within that process, that the Admissions Policy is approved by the full Governing Body.
3. To be responsible for complying with the terms, conditions, and timeline of the agreed Local Authority Scheme for Co-ordination of Admissions.
4. To be responsible for implementing the Governing Body's Admissions Policy, drawing up an admissions list indicating the order in which all applications have been ranked, prioritising these by reference to the over-subscription criteria.
5. To be responsible for raising any issues that arise from the school's Admissions Policy with the full Governing Body, for their consideration.
6. To carry out any other reasonable and appropriate duties at the request of the Governing Body
7. To ensure Offset applications are reviewed in line with current guidance.

Functions delegated to the Head teacher:

1. To be responsible for the day-to-day administration of the admissions process in relation to any casual requests for admission where the school is not over-subscribed, i.e. where the number of applicants in a particular year group matches the number of vacancies in that year group
2. To admit pupils in accordance with a waiting list agreed by the Admission Committee for any given year group, subject to any new applications received since the waiting list was established being decided by the Committee.
3. To oversee the administrative arrangements surrounding the admissions process within the school.
4. To be responsible for preparing and presenting the school's case in response to any parental appeals against the refusal of admission to the school.