

St. Joseph's Catholic Primary School, Oxford.

Admissions Committee.

Terms of Reference.

The work of all school committees should reflect the Catholic nature of our school. These terms of reference are set in the context of our Mission Statement and our School Development Plan.

The Chairman (who cannot be an employee of the school) is responsible for arranging meetings and ensuring that minutes are taken and presented to the Full Governing Body (FGB) at their next meeting.

It is considered good practice to appoint the headteacher onto any admissions committee, but headteachers cannot act in place of the governing body in determining the school's admissions policy, or in deciding on the admission of any individual child.

The quorum for this committee is 3. Non-Governors may be co-opted but they do not have voting rights.

The committee should meet at least once per term.

The committee normally makes recommendations and has delegated powers only insofar as instructed by the FGB. Urgent decisions and action may be taken by this committee with the approval of the Chair of Governors.

Main terms of reference are:

- To determine within statutory provisions and the governing body policy whether any child should be admitted to the school
- To review admissions arrangements and to make recommendations for changes to the governing body
- To liaise with local authority to set up an independent appeals panel in the case of parents wishing to appeal against the decision of the admissions committee.

These terms of reference, composition and Chairman of committee will be reviewed at the first FGB meeting in the school year.

Reviewed and approved November 2017