

## ST. FRANCIS CATHOLIC PRIMARY SCHOOL

### TERMS OF REFERENCE – ADMISSION COMMITTEE

#### Purpose of Committee

This Committee is established to determine the school's admission policy taking into account advice and best practice from the Diocese and the Borough. They will decide on the admission of individual children in line with the current policy.

#### Terms of Reference

- To be responsible for administering the Admissions Policy, within statutory provisions and the governing body policy, including applying the admissions criteria if the school is over-subscribed.
- To review annually the Admissions Policy in line with Diocesan and local government guidelines and recommend the policy to the full governing body.
- To consider the school's standard class size/intake per academic year.
- The Committee will consider any application for admission that the Head teacher cannot determine in accordance with the school's Admissions Policy.
- When an application is refused for admission of a child to the school the committee will ensure that the school informs the parent/guardian of the reason for refusal and their right to appeal against that decision.
- The Committee with the Head teacher is responsible for preparing and presenting the school's case in response to any parental/guardian appeals against the refusal of child's admissions to the school.
- The Head teacher has the delegated responsibility for all administration relating to the Admission's policy.

#### Membership

The Committee has powers to make decisions on behalf of the Governing body within the limits of the agreed Terms of Reference. The quorum shall be a minimum of three or an odd number of which the Head teacher must be one. The Chair will be elected at the first meeting of the academic year.

The Committee will meet as required.

*Note: The Headteacher is responsible for the day to day management of the school and decisions relating to the running of the school.*

*February 2015*