



Terms of Reference for the Admissions Committee

1. Purpose

The Admissions Committee is established by the Governing Body to ensure that all admissions to the school are conducted in accordance with the School Admissions Code, diocesan guidance, and the school's published Admissions Policy, while maintaining the Catholic character and ethos of the school.

2. Membership

- A minimum of three foundation governors.
- The Headteacher (advisory capacity).

Quorum: Three committee members.

3. Responsibilities

- To review and recommend the Admissions Policy to the full Governing Body for approval annually.
- To ensure the admissions policy complies with statutory requirements and diocesan guidance.
- To oversee the administration of admissions, ensuring oversubscription criteria are applied fairly and consistently.
- To manage the process of ranking applications when the school is oversubscribed.
- To ensure timely publication of admissions arrangements in line with statutory and local authority deadlines.
- To consider and prepare responses to appeals.
- To monitor and evaluate the impact of the admissions arrangements.
- To ensure the school's Catholic ethos is promoted and preserved throughout the admissions process.
- To ensure school website compliance regarding admissions. • To oversee the administration of in-year admissions.

4. Meetings

- The Committee will meet as necessary to fulfil its responsibilities, typically:
 - o Once annually to review and recommend the policy.
 - o After the application deadline to consider applications.
- As needed to address any appeals, complaints or in-year admissions.

5. Reporting

- Minutes of all meetings will be taken.
- The Chair of the Admissions Committee will report to the full Governing Body at the next meeting.

6. Review

- The Terms of Reference will be reviewed annually by the Governing Body.
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Further Resources:

- Full School Admissions Code (DfE website)
- Diocesan Guidance on Catholic Admissions
- Local Authority Admissions Coordination Guidelines

For any queries, contact the Archdiocesan Education Department.

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