

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

Quorum: 3

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).
- To review the Governing Board admission policy, oversubscription criteria and PAN and make any recommendations for change to the whole Governing Board.
- 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 Board 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 Board and the LA.
- To consider an appeal against LA directions to admit pupils.

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