

## **St Paul's RC Primary School, Thames Ditton**

### **Admissions Committee: Terms of Reference**

#### **1. Admissions Policy**

- (a) To be responsible for the school having an Admissions Policy which meets the needs of the three parishes, the Diocese, and statutory requirements
- (b) To be proactive in recommending to the full Governing Body for approval any changes to the Admissions Policy which should be made
- (c) To oversee the administration of the consultative and determination process to ensure that Diocesan and statutory requirements are met.

#### **2. Admissions**

- (a) To ensure that all offers of places at St Paul's are made according to the principles and procedures set out in the St Paul's Admissions Policy and as required by the Schools Admissions Code.
- (b) To resolve, on behalf of the Governing Body, any interpretation of the St Paul's Admissions Policy that may be required when prioritising applications.

#### **3. Appeals:**

- (a) To provide a person to represent the Governing Body, as the Admissions Authority, at any formal Admissions Appeal hearing.
- (b) To ensure that appeals are conducted according to the principles and procedures set out in the St Paul's Admissions Policy and as required by the Schools Admissions Appeals Code.

#### **4. Administration**

- (a) Membership of the Admissions Committee will be at least 3 governors of whom one must be the Headteacher. The Committee will elect one of its number (not the Headteacher) to be its Chair.
  - (b) Meetings of the Committee may be convened by the Chair, or by any 2 members of the Committee, and will be quorate with 2 members present provided that one is either the Chair or the Headteacher. Proceedings of the Committee may also be conducted by telephone or email.
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