



In the Name of Allah the Most Kind the Most Merciful

Praise belongs to Allah, Lord of the worlds, the All-Merciful, the Very Merciful. And may His choicest blessings and peace be upon our beloved prophet

Terms of Reference

Admissions Committee

Membership

No fewer than 3 governors including the Head teacher (2 governors and HT)

Quorum

The quorum for a meeting of the Admission Committee shall be three governors.

Terms of reference

- To determine applications for admission in accordance with the Governing Body's published admission policy.
- To ensure that the consultation process on the school's admission arrangements is affected within the specified timetable, and within that process, that the full Governing Body approves the admission arrangements.
- To authorize the Admission Committee to give power to the Headteacher to admit applicants outside the normal admission round, in accordance with the Governing Body's published admission policy. The Head must report all such offers to the committee. Where there are two or more applicants for one place, the decision must be made jointly by the chair of the committee and the head.
- Where a waiting list has been agreed by the Admission Committee for any given year group, the Headteacher will have power to admit pupils in accordance with that list with the prior knowledge of the chair of the committee subject to any new applications received since the waiting list was established by the committee.
- To ensure that the Governing Body's approved arrangements are in place for parents to appeal against the Committee's decision not to offer a place.
- To carry out its duties in accordance with the DFE Codes of Practice on Admission and Admission Appeals.
- To monitor the admission and appeals process and bring appropriate matters to the attention of the Governing Body.
- To keep the admission arrangements under review and make recommendations to the Governing Body for approval.
- To review the school prospectus and co-ordinate its revision each year in consultation with the headteacher and relevant committees each year.
- To report any decisions taken on behalf of the Governing Body
- To carry out any other appropriate duties at the request of the Governing Body.

Notes

The minutes of the Admission Committee should include the names of all applicants, the criteria they fulfilled and whether they were offered a place. These may be required at an

appeal hearing. The governing body would not need such detailed information, but would be given a summary detailing the number of pupils admitted under each criterion.

Signed by Chair of Governors.....Date.....