

TERMS OF REFERENCE FOR JCOSS ADMISSIONS COMMITTEE

There will be a minimum of 4 members of the Admissions committee. The quorum for any meeting shall be not less than 3 governors and will include no more than two ex-officio governors. Ex officio governors count towards the quorum (NB Associate Members do not count towards the quorum). The Chair of Governors, Vice Chair of Governors and the Head teacher will be ex officio members of all committees

The committee will elect a chair from among its members. In the absence of the chair at a meeting the committee will elect any member to act as chair for that meeting. The committee may invite non-governors to attend, but in a non-voting capacity.

Associate members do not have voting rights.

TERMS OF REFERENCE:

1. To review the Governing Body's admissions rules and documentation for Years 7-13, make any recommendations for change to the whole Governing Body and to consider the admissions criteria of other local admission authorities and to take appropriate action.
2. To ensure that the consultation process is carried out in accordance with guidance contained in the School Admissions Code
3. To publish the school's Admissions Arrangements in the School Prospectus and on the School Website
4. To apply the admissions rules as agreed by the Governing Body and determined correctly through the annual consultation process and advise the LA of the ranked list.
5. To consider any individual applications, where a decision is to be made concerning ranking the application
6. To support the Governing Body/Chairman in making the case for refusing an application for admission to an Independent Appeals Panel.
7. To appeal against LA directions to admit pupils
8. To ensure minutes (with decisions and action points) are taken at each meeting and circulated as agreed to all members of the Governing Body and the LA

The composition and terms of reference will be reviewed annually in the Autumn Term.

Signed (Chair)

Date 3/10/2022



Revised 20 February 2018

| To be approved by Full Governing Body | | | |
|--|------------------------|-----------------------|----------------------------------|
| Policy | JCoSS Staff i/c | Govs Committee | Statutory / Non Statutory |
| Admissions | Head | Admissions | Statutory |
| Admissions – 6 th Form | Head | Admissions | Statutory |