

TERMS OF REFERENCE FOR JCOSS ADMISSIONS COMMITTEE

There will be a minimum of 2 members of the Admissions committee. The quorum for any meeting shall be not less than 3 governors and will include no more than one 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 Headteacher 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.

The committee will convene for meetings as and when necessary to ensure that the Terms of Reference below are fully complied with.

A report will be prepared by the Admissions Officer prior to each Full Governors Board meeting covering all and any relevant issues arising from the Terms of Reference below. This report will be considered and if appropriate approved, by the Full Governors Board.

The Chair of the committee together with the Admissions Officer will be present (should the Chair of the committee deem it necessary) at each Full Governors Board meeting to answer any questions arising from the report.

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) of any meeting that is convened are 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 David Leadercramer (Chair)

Date: September 2026