



DIOCESE OF CHESTER

## ASTBURY ST MARY'S CE (AIDED) PRIMARY SCHOOL

### ADMISSIONS COMMITTEE

#### Admissions Committee Terms of Reference

**Membership:** The committee shall consist of at least three governors. Membership should include the Headteacher and at least two non-employees.

The committee may make recommendations to the Governing Body for co-option of non-governor members and advise whether or not such members should be given a vote.

**Quorum:** Three Governors including a Governor who is not an employee of the school.

**Meetings:** The committee shall meet on an as required basis.

**Chair:** Non-employee to be elected by the full Governing Body.

**Accountability:** The committee will report back to the Governing Body by submitting minutes which record decisions made, actions to be taken and/or recommendations for consideration

#### **Terms of reference:**

- To determine the school's admission policy and in deciding on the admission of individual children.
- To determine within statutory provisions and the governing body policy whether any child should be admitted to the school\*.
- To review admissions arrangements and to make recommendations for changes to the governing body.
- Any items which individual governing bodies may wish to include.

\*cannot be delegated to an individual

The Admissions Committee Terms of Reference were amended and adopted by the Governing Body at the meeting of the full Governing Body held on 17 October 2018.

These terms of reference will be reviewed annually.

Review date: Autumn 2019