

ST MARY'S BENTWORTH CE PRIMARY SCHOOL

ADMISSIONS COMMITTEE

Terms of Reference 2025/2026

Adopted at FGB 01.10.2025



Delegation

The Governing Body has established an Admissions Committee:

- a) to discharge the functions conferred on it by relevant Education Acts and Regulations
- b) to act in accordance with any Trust Deed for the school (as long as this does not contravene any statutory requirements)
- c) to determine and review the Admissions Policy for the school
- d) to rank all applications in accordance with the current determined admissions policy and this cannot be delegated to an individual
- e) to establish a procedure by which admission appeals can be heard
- f) to ensure the school continues to serve the needs of the whole community within the area served by the school.

Membership

- The Admissions Committee shall exist of not less than three governors.
- It is considered good practice to have the Head teacher as an adviser to the admissions committee, but Head Teachers cannot act in place of the governing body in determining the school's Admissions Policy and should not make decisions on the admission of any individual child.
- No member of the committee can be an Associate Member of the governing body.

Quorum

- The quorum of the committee shall be three governors.

Procedure

- The Committee will annually review the impact of all aspects of the school's admission policy and practice.
- The Committee will consider all Admissions Round applications and all In Year applications for admission in accordance with the current admissions policy.
- The Committee may reach agreement on In Year applications for admission by e-mail.
- Where the Committee refuse a request from a parent for admission of their child the Committee will ensure that the parent is informed of their right of appeal against that decision and how that appeal may be made.



Meetings

- Meetings will be held on an 'as and when' needed basis.
- Minutes of all meetings will be taken and retained.
- Decisions must be ratified and minuted by the whole governing body.

These terms of reference agreed by the Governing Body		annually
Name of Governor	<i>Date Appointed to the Committee</i>	
Maria Fordyce	10 October 2012	
Jane Phillips	27 March 2013	
Callum Knight	13 July 2023	

(reserve)	-
Chair of the Committee	Jane Phillips
Appointed at each meeting Clerk to the Committee	
Quorum (minimum of 3)	3
Date Committee established:	30 November 2011
Date of next review (annually):	October 2026

NOTES:

For Voluntary Aided Schools on Admissions

- The Governing Body is the "Admissions Authority" for the school.
- The Governing Body must be mindful of the "Trust Deed" which sets out the reasons for the establishment of the school. There may be details about:
 - who the school was for;
 - what geographical area it should serve.
- Some details in a "Trust Deed" need to be honoured and some reflected on in the light of the passage of time.
- The Governing Body must "prepare, consult on and determine" an "Admissions Policy" for the school.



- The Admissions Policy must take note of the current Admissions Code and all current relevant legislation;
 - honour the "Trust Deed";
 - be in the best interests of the community the school serves;
 - be mindful of the community of schools, church or otherwise, in which the school operates.
- These responsibilities / duties can be entrusted to a sub-committee of the Governing Body BUT the members of the sub-committee and all decisions of that sub-committee MUST be approved by the Whole Governing Body.
 - As it is a Church School – one of the sub-committee could be a Foundation Governor.
 - The Head teacher should avoid being a voting member of the sub-committee. (conflict of interest)

What does an admissions committee do

1. Create, consult on, determine and monitor the Admissions Policy for the school.
2. Decide which children from lists provided by the Local Authority will be offered a place at their school.
 - Main admissions round Applications.
 - In Year Applications.
 - Inform the Local Authority of those decisions so the Local Authority can offer the place to the parent.
3. Administer any Admission Appeals brought by parents.
 - Train and appoint panel members;
 - appoint a clerk to manage the hearing;
 - provide neutral venues for hearings;
 - appoint a presenting officer for the school;
 - adhere to the Admission Appeals Code;

This work may be provided by an external service provider.

Signed: Jane Phillips Chair of Admissions Committee

Signed: Jo Ayres, Head Teacher

Dated: