ADMISSIONS COMMITTEE

Constitution

1. The Committee shall consist of 3 named Governors.

2. The committee and Chair shall be elected annually by the Governing Body.

3. The Attendance and Admissions Officer and Headteacher will attend in an advisory capacity but shall have no voting rights.

4. The Quorum shall be 3 Governors, one of whom must represent the Roman Catholic Church and the Church of England.

5. The Committee shall meet at least twice a year.

6. The Committee may invite others to attend meetings in an advisory capacity but such persons shall have no voting rights.

7. The clerk to the Governing Body shall act as secretary to the Committee

Terms of Reference

- To review the admissions policy and recommend it to the FGB
- To ensure transparency and consistency in checking the Supplementary Information Forms (SIF).
- To review the SIF wording and policy annually and present recommended changes to the Governing Body.
- To ensure that places allocated in accordance with the admissions policy.
- To oversee and delegate responsibility for the drafting of the Governors' Appeals Statement, and management of Appeals processes to the Headteacher or his delegate.

Adopted by the FGB on 10th July 2025

Review: Summer 2026