

# **Crosshall Junior School – Academy Trust Admissions Committee**

## **Terms of Reference and Standing Orders**

### **1. Purpose**

The initial application process for admission into Year Three is coordinated by Cambridgeshire Local Authority, which acts on behalf of the governing body to offer places at the Academy. Mid-year and all other year group admissions are dealt with by the School. The Admissions Committee will meet *ad hoc*, when necessary, to review admissions where there is over subscription following the LA allocation of places at the commencement or during an academic year or where there is an appeal regarding placement.

### **2. Membership**

The Admissions Committee consists of a minimum of three governors. The Chair is to be elected by the governing body at the first general meeting of the academic year. An administrator will be present to assist the Committee and to keep minutes.

### **3. Quorum**

A quorum will consist of at least three members. The administrator has no voting rights.

### **4. Meetings**

The committee shall meet as necessary only, typically in response to LA decisions taken on behalf of the academy but which require additional consideration.

Any papers to be considered at the meeting should be circulated at least seven days before the meeting. Other members of the governing body may attend at the discretion of the Head Teacher, committee chair, and parent(s) involved, but they may not vote.

The rules for declaration of interest and withdrawal from the meeting are the same as for full governing body meetings.

### **5. Chairmanship**

***The Chair of the committee is elected by the governing body at the first general meeting of the academic year.***

If the Chair is absent, another governor may be elected to committee and arrangements will be made to agree a non-staff governor Chair for the duration of that meeting. At appropriate full governing body meetings, assuming the committee has met, a brief report from the committee Chair shall be presented.

## **6. Partnership with the Head Teacher**

In carrying out its functions, the committee will receive information and advice from the Head Teacher, other relevant staff and, where necessary, the LA. It will actively seek opportunities for wider consultation where appropriate. The Head Teacher is expected to attend all committee meetings, unless agreed by prior arrangement, and has full voting rights.

The committee has the authority of the full governing body to undertake and monitor, agree or reject admission in accordance with Crosshall's policy document 'Crosshall Junior School Ltd Admission Arrangements'.

The Head Teacher is delegated the task of monitoring the pupil numbers and any reserve lists, in combination with the LA, and will present relevant information to the full governing body meetings.

## **7. Minutes**

All committee meetings should be minuted. The decisions of the Committee are written up and distributed for approval amongst the Committee. Minutes made from meetings of the admissions committee remain confidential and a brief synopsis is presented to the full governing body. The agenda, signed minutes and any papers considered by the committee may be made available to the full governing body, regulatory body (e.g. LA or Ofsted), or parent(s) concerned. This will normally be done through the administrator to the Committee. Any other interested party who asks to review them will only be able to request summary details and will not be permitted to review identifiable information.

## **8. Terms of Reference**

The Committee has delegated powers to carry out the following specific tasks:

- rigorously ensure that the 'Crosshall Junior School Ltd Admission Arrangements' policy has been adhered with and is appropriately discharged;
- oversee a reserve list for admissions;
- arrange independent reviews and decisions on appeals;
- review and recommend policy annually.

The admissions committee agreed these terms of reference in October 2023.