



## CARDINAL POLE CATHOLIC SCHOOL

### Admission Committee - Terms of Reference

Membership to include at least four members of the Governing Body one of whom shall be the Headteacher, which will be agreed at the Annual meeting. The Committee is quorate when three or more Governors are present at the meeting.

#### **General Responsibilities:-**

To advise the Governing Body on all matters related to school admissions.

#### **Specific Responsibilities:-**

- a) When necessary recommend to the Governing Body the number of students in any relevant age group that it is intended to admit to the school in any school year.
- b) When the standard number is to be changed carry out the necessary procedure for this.
- c) Review and make recommendations on an annual basis concerning the policies and the arrangements for the admission of students to the school.
- d) Determine the offers that shall be made against the criteria for admissions to the first year entry.
- e) Confirm any decision taken by the Headteacher with respect to groups other than first year entry.
- f) To review the Fair Access Process.
- g) To present minutes to the Governing Body.