

Terms of reference for the Admissions Committee at Kingsteignton School United Schools Trust

**Update: January 2021 see change in Membership
Review date: September 2021**

The Trust Board has established an Admissions Committee:

- to discharge the functions conferred on it by relevant Education Acts and Regulations
- to review the draft Admissions Arrangements for the school and to send a copy to the LA by 1 November.
- to ensure that the consultation process is carried out in accordance with guidance contained in the School Admissions Code (2014).
- to rank all applications in accordance with the current determined admissions arrangements
- to establish a procedure by which admission appeals can be heard in accordance with the guidance contained in the School Admissions Appeals Code (2012)
- to ensure the school continues to serve the needs of the whole community within the area served by the school.
- to publish the school's Admissions Arrangements in the School Prospectus and on the school website each year

Membership:

- The Admissions Committee shall exist of not less than three trustees.
- It is considered good practice to appoint the Principal onto any admissions committee, but the Principal cannot act in place of the Trustee Board in determining the school's admissions policy, or in deciding on the admission of any individual child.
- Currently the trustees on the Admissions Committee are: Christina Mabin (resigned as trustee 31 October 2020), Julie Stuchbery-Ullah and Penny Fitch. Marcus West joined this committee on 11 January 2021.

Quorum

- The quorum of the committee shall be three trustees.

Procedure

- The Committee will annually review the impact of all aspects of the school's admission arrangements and practice.
- The Committee will consider all Admissions Round applications and all In Year applications for admission in accordance with the current admissions policy.
- 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. The committee will inform the Trustees Board of any decisions to refuse a place.

Meetings

- Meetings will be held on an as and when needed basis
- Minutes of all meetings will be taken, retained and sent to the Trust Board
- Decisions will be reported to the Trustee Board