



St John Evangelist Catholic Primary School

ADMISSIONS COMMITTEE – TERMS OF REFERENCE

CONSTITUTION AND TERMS OF REFERENCE

Mission Statement: To love, to learn with God in our hearts

TOR revised: October 2021

Review Date: October 2022

Membership

The membership shall be all members of the Governing Board who do not have a potential conflict of interest e.g. if they or a member of their family is applying for a place at the school.

Quorum

The quorum for any meeting is three governors.

Committee responsibilities

To determine whether a child should be admitted to the school, in accordance with the School's published admissions policies and procedures.

To review the School's admissions policies and procedures within the framework of the Codes of Practice on Admissions and Admission Appeals.

To table suggested amendments to the School's admissions policies and procedures for consideration by the Governing Board.

Records

A written record shall be kept of all meetings. Decisions taken by the Committee will, where appropriate, be reported at an Ordinary Meeting of the Governing Board.

Notice of meeting

The Committee shall meet as required. Normally, at least five school days' notice will be given of each meeting. All governors will be invited to attend Committee meetings.

Chair

The Governing Board shall appoint a Committee Chair who is a member of the Committee.