

**TURNFURLONG INFANT SCHOOL
ADMISSIONS COMMITTEE
(VOLUNTARY AIDED & FOUNDATION SCHOOLS)
TERMS OF REFERENCE 2025-26**

No.	Subject Area	Action	Frequency	Report by:	Suggested Term to report
<p>CONSTITUTION:</p> <p>MEMBERSHIP – according to the agreed committee structure. Associate Members may be appointed by the Governing Board as members of this committee.</p> <p>QUORUM – at least THREE governors.</p> <p>GOVERNANCE PROFESSIONAL – cannot be the Headteacher. It is best practice to appoint an independent Governance Professional.</p> <p>VOTING RIGHTS – restricted to committee members. Associate Members can be given voting rights by the Governing Board. Chair to have a casting vote but only if a governor.</p> <p>CHAIR/VICE-CHAIR – to be elected annually by the Committee or Governing Board. It would not be best practice to elect a member of staff to chair this committee.</p>					
1.	Admissions	Respond to the annual consultation on Local Authority (LA) Admissions Arrangements	Annual	Committee	Autumn / Early Spring
2.		Determine the school’s admissions rules following the relevant consultation process and taking account of: <ul style="list-style-type: none"> • The legislative framework set out in the School Admissions Code • The practical application and clarity of the rules 	Annual Admissions rules to be determined by 28 February	Committee	Summer / Autumn Term
3.		Publish admissions information: <ul style="list-style-type: none"> • Provide details to the LA for inclusion in the County wide consultation 	Annual Admissions		Autumn

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		<ul style="list-style-type: none"> • Confirm admissions rules to LA • Publish details on school website. 	Policy to be sent to LA and published on website by 15 March	Headteacher	
4.		Determine if the school or the LA will be responsible for ranking applications in line with oversubscription criteria.	Annual review	Committee	Autumn
5.		Ensure that the admission rules and compliant with and are applied in line with the LA's Fair Access Protocol			
6.	IN YEAR ADMISSIONS	Determine if the school or the LA will manage the process for in-year admissions. Ensure the LA is informed of this decision by 1 August annually.	Annual Review	Committee	31 August
7.		<p>Where the school chooses to manage its own in-year admissions process, ensure that:</p> <ul style="list-style-type: none"> • Details of the in-year admissions process is published on the school website, including application forms • Regularly update waiting list for all year groups • Review in-year applications and offer places in line with the admissions policy and oversubscription criteria • Respond to enquiries from the LA regarding vacancies on request and within the prescribed timeframes • apply the admission rules as determined by the Governing Board to comply with the LA's Fair Access Protocol 	Annual Review		
8.		Review pupil numbers and liaise with the LA on admission numbers and catchment area taking account of local developments	Annual	Committee	Spring
9.		Report to the Governing Board on the operation of the admissions process including details of appeals.	Annual	Headteacher	Summer
10.	Appeals	Comply with provisions within the Admissions and Appeals Code for			

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		ensuring parents have the right of appeal to an Independent Appeals Panel by: <ul style="list-style-type: none"> • Entering into a contract with the LA for the management of Appeals OR • Determining local arrangements within school 	Annual	Committee	Autumn
11.		Support and / or present the school's position at an Independent Appeals Panel	As required	Committee	
12.		Appeal to the Office of the School's Adjudicator against LA directions to admit pupil	As required	Committee	
13.		Ensure changes notified by the LA and from the Diocese are implemented	Termly	Headteacher / Committee	
14.	Minutes	Minutes (with decisions and action points) will be taken at each meeting and circulated promptly to all members of the Governing Board.			

NB: Revisions since previous version are *italicised and underlined*.