



HONITON COMMUNITY COLLEGE ACADEMY TRUST

Admissions Committee of the Governing Body

Terms of Reference 2021-2022

“Success for All”

Terms of Reference – Admissions Committee of the Governing Body

Membership: The panel will be drawn from the Governing Body and should consist of three governors. The panel can include the Principal, however no more than one of the panel members may be employed at the College.

Quorum: Three

Chair of Committee: The panel choose their own chair.

Clerk of Committee: Clerk to Governors

Agreed Terms of Reference

- To apply the oversubscription criteria as agreed by the Governing Body and advise the Local Authority (LA) of the ranked list (including distance information as requested from the LA).
- To support the Board in making the case for refusing an application for admission to an Independent Appeals Panel.
- To consider, with the Principal, any applications for admission after the normal point of entry that may be refused.
- To ensure minutes (with decisions and action points) are taken at each meeting and circulated promptly to all members of the Governing Body and the LA.
- To consider an appeal against LA directions to admit pupils..

The Governing Body will continue:

- To review the Governing Body admission policy, oversubscription criteria and PAN and make any recommendations for change to the whole Governing Board.
- To ensure that the consultation process is carried out in accordance with guidance contained in the School Admissions Code and the Department for Education.
- To publish the school’s Admissions Arrangements on the school website.

*Agreed at the meeting of the Full Governing Body 14th July 2021
Review date: Last meeting of the academic year 2021/22 (and then annual)*