**Appendix E**

**Admissions Committee**

*Membership*

The committee shall consist of not less than three members of the Governing Body, one of whom shall be the Headteacher.

*Chair*

A Governor except the Headteacher.

*Clerk*

Headteachers PA

*Quorum*

Two members.

*Frequency of Meetings*

As required.

*Minutes*

The minutes will remain confidential to the committee members until after any appeal hearing has been completed, when the minutes of the committee and the appeal hearing will be made available to any member of the Governing Body on request. A report of actions taken will be given to the Governing Body by the Chair at the appropriate Governing Body meeting.

*Terms of Reference*

1. Recommend to the Governing Body the number of pupils that it is intended to admit to the School in Year 7.
2. Review and make recommendations on an annual basis concerning the arrangements for the admission of pupils to the School, acting within the Admissions Policy of the School, such Admissions Policy only to be altered by a resolution of the full Governing Body.
3. Determine the offers that shall be made against the criteria for admissions to the first year entry when over-subscription occurs.
4. Confirm any admissions decision taken by the Chair of this Committee or Chair or Vice Chair or Governors with the Headteacher with respect to individuals in Year Groups other than the first year entry, where it is not practicable to convene the committee.