

**St Scholastica's Catholic Primary School  
Admissions Committee Terms of Reference**

MEMBERSHIP: Five Governors.

QUORUM: Three

MEETINGS: As required.

REMIT: The Admissions Committee has been delegated by the Governing Body the responsibility to make decisions in respect of the following functions of the Governing Body. In completing these responsibilities it should seek guidance from the Diocese and Hackney Education when necessary.

1. Provide a summary listing of
  - a) the number of admission applications received for consideration in each category
  - b) the number of pupils admitted in each category
  - c) the number of applications refused, excluding any references to names to ensure confidentiality, will be made available for people wishing to inspect it.
2. To approve policies which fall within its own remit as outlined in the Admissions Policy
3. To consider and respond to any representations from parents.
4. To nominate a member to represent the Governing Body at any L.A. appeal hearing.
5. Processing of admission applications is undertaken by all Committee members in accordance with the guidelines.
6. To agree to delegate the in-year admissions list to the Chair of the Admissions Committee. Who may consult other Committee members if the need arises. This may be done by telephone or similar means.

By order of the Governing Body of St Scholastica's Catholic Primary School.

Agreed at the Governing Body Meeting on: 18<sup>th</sup> October 2023.

(Signed) \_\_\_\_\_ Date: 18-10-2023  
(Head Teacher)

(Signed) \_\_\_\_\_ Date: 18-10-2023  
(Chair of Governing Body)

(Signed) \_\_\_\_\_ Date: 18-10-2023  
(Chair of Admissions Committee of Governing Body)