

HARTFORD CHURCH OF ENGLAND HIGH SCHOOL

GOVERNORS ADMISSIONS COMMITTEE

Purpose

The committee is responsible for all matters to do with admissions, subject to the requirement that the Full Governing Body must approve the policy. Decisions as to whether any child may be admitted may not be delegated to the Headteacher or any other individual, unless governors are advised that there is a vacancy in the year group.

Membership

The committee shall include the Headteacher and at least four more governors.

The quorum for any meeting of the committee and for any vote must be at least three governors who are members of the committee, including the Headteacher.

A governor shall not be appointed to the admissions committee if they are involved in the writing of references for applicants under faith criteria.

The Clerk to the Governors shall also be appointed as Clerk to the Admissions Committee.

Delegated Powers:

1. To draft the admissions arrangements, including criteria, which must be reviewed and approved annually by the Full Governing Body.
2. To ensure that consultations with the DBE and then other bodies are carried out when required.
3. If the school is over-subscribed, to apply the admissions criteria to all applicants and provide the local authority with a list of pupils ranked in order of the criteria by the due date.
4. To prepare the case of the Governing Body ready to go to the Appeals Panel.
5. To deal with all non-routine admissions.