



Admissions Committee Terms of Reference

Purpose of Committee

The Admissions Authority of Rosebery School is the GLF Schools Trust. They have delegated authority to the School Strategy Board (SSB) of Rosebery School who have established an Admissions Committee to discharge the functions conferred on it by relevant Education Acts and Regulations in relation to the number of pupils to be admitted to the school and the area served by the school.

Membership

- Membership will be agreed on an annual basis at the first meeting of the SSB in the autumn term.
- The Chair of the Committee will be elected annually by the Admissions Committee.
- The Headteacher or his/her appointee is an ex-officio member of the committee.
- The minimum number of members will be five.

Quorum

The quorum of the Admissions Committee is three members.

Procedure

- The Headteacher has delegated responsibility to admit pupils from the school's priority admission area in accordance with the arrangements on admissions agreed by the SSB.
- The Committee will ensure compliance with relevant Education Acts and Regulations for any proposed changes to the relevant Education Acts and Regulations
- The Committee will consider any application for admission that the Headteacher cannot determine in accordance with the school's admission policy.
- Where the Committee refuse a request from a parent for admission of their child, the Committee will ensure that the parent is informed of their right of appeal against that decision and how that appeal may be made.
- The Committee will have full regard to the School Admissions Code and comply with all of the mandatory provisions of the Code.

Meetings

- Meetings will be held as needed.
- Decisions regarding a change of policy will be reported to the SSB.