



QUEENS' SCHOOL

Dare to be Great

Admissions Committee Terms of Reference

1. Purpose

The Admissions Committee is a committee of the Board of Trustees. Its purpose is to provide independent assurance to the Board on the effectiveness of the trust's admissions arrangements.

2. Authority

The Committee is authorised by the Board to:

- Investigate any activity within its terms of reference.
- Seek any information it requires from officers of the trust.
- Obtain external professional advice as necessary.
- Secure the attendance of external advisors with relevant expertise.

3. Membership

- Minimum of three trustees, excluding employees of the trust.
- The Committee may invite non-trustees with relevant expertise to attend meetings.
- The Committee may invite senior leaders, including the Headteacher, SLT and the Admissions Officer to attend meetings.
- The Chair of the committee shall be appointed by the Board.

4. Meetings

- At least one meeting per academic year.
- Additional meetings may be convened as required.
- Quorum: At least three trustees.
- The meetings will normally begin at 4.00 pm. Meetings should end at 5.00 pm.
- If the Chair realises that the meeting will run beyond 5.00 pm s/he will put to the meeting at 4.45 pm, or thereabouts, a motion to continue business as appropriate and the motion will be put to a vote. If the motion is defeated, items not completed by 5.00 pm will be held over to the next meeting.

- The Clerk to the Trustees will be the Clerk to the Committee and remind the committee of the dates of the meetings as fixed by the Board, support the Trustees and take the minutes.
- The chair will finalise the agenda in liaison with the Headteacher and clerk, who will arrange for circulation.

5. Voting

- Trustees will only be eligible to vote if they have no conflict of interest.
- No vote on any matter can take place unless at least three trustees are eligible to vote.
- A resolution in writing by this committee, which includes a resolution in electronic/digital form, will be valid and effective as if it had been passed at a meeting. This resolution must be circulated and signed by all Trustee members of the committee eligible to vote. Trustees must sign and return the relevant documentation circulated by a previously agreed method. It will not be sufficient for Trustees to respond by stating their agreement only.

6. Responsibilities

a. Admissions Policy

- To consult as appropriate on any non-statutory changes to the admission arrangements/oversubscription criteria within required timescales and in-line with the admissions code of practice.
- To consider applications for admission which occur throughout the course of the school year ensuring that appropriate discussion on the admission arrangements takes place in accordance with the published admissions policy and criteria.
- To ensure admission arrangements are approved annually by the Full Board of Trustees.

b. Oversubscription

- To ensure applications are prioritised, if applicable, by reference to the oversubscription criteria, and that this is applied lawfully and in accordance with a school's policy.

c. Appeals

- To consider any individual applications, where a decision is to be made concerning ranking the application
- In coming to its decision, the Committee should give due regard to the:
 - Section 88(1)(a) and (b) of the School Standards and Framework Act (SSFA) 1998
 - SEN Code of Practice
 - Equalities Act (2010)
 - DfE Schools Admissions Code
 - DfE Schools Appeals Code To determine within statutory provisions and the Trust's admission arrangements

7. Reporting

- Report to the board of trustees after each meeting.
- Provide an annual summary of activities, findings, and recommendations.

8. Review

- These Terms of Reference will be reviewed annually by the Committee and approved by the Board.

Trustee Approved: September 2026

Review date: September 2027