

Terms of Reference for Pope Paul Catholic School Admissions Committee September 2023

At Pope Paul Catholic Primary School, the Admissions Committee's delegated powers are to:

- Review and agree the ToR in preparation for ratification by the full Governing Body;
- Draft the Admissions Policy, including criteria, for approval by the full Governing Body and recommend whether to enter into a full consultation process;
- Apply the admissions criteria to all applicants and if the school is oversubscribed, decide which children are to be offered a place.
- Ensure all procedures are completed in accordance with the Determined Admissions Policy as regards notifying parents who are denied a place, including their right to appeal; and
- In the event of an appeal, prepare a case to support the Governors' decision not to offer a school place and defend the decision at any subsequent independent appeals committee hearing.

For in-year admissions, where a place becomes available the Headteacher has the authority to offer the place to the next child on the waiting list. The Headteacher must inform either the Admissions Committee or the full Governing Body at its next meeting, whichever meeting comes first.

September 2023