



Admissions Authority Terms of Reference

Purpose

The purpose of the Admissions Authority is to oversee and ensure the fair and consistent application of the school's admissions policy, in accordance with statutory requirements, the requirements set out by Birmingham Diocesan Education Services and the Catholic ethos of The Pope Francis Catholic Multi Academy Company.

Admission arrangements are a key element in preserving and developing the distinctive religious character of Catholic schools and supporting the Church's mission in education.

Objectives of Committee

To review and approve on behalf of the Local Governing Body the school's Admissions Policy, using the current BDES model policy.

To oversee the admissions process, following the school's Admissions Policy, ensuring compliance, transparency and fairness.

To make decisions on allocating school places for admissions applications, including appeals, in line with the admissions criteria outlined in the school's Admissions Policy, ensuring records of the meeting and decisions are kept.

Be assured of compliance with the Schools Admissions Code and Diocesan Guidance on Admissions to Catholic Schools.

To monitor and report to the Local Governing Body on admissions trends and outcomes.

Membership & Quorum

Membership of the Admission Committee is 3-5 governors, with a quorum of 3.

Members are appointed by the Local Governing Body.

Meetings

The committee shall meet as necessary, both in the normal round of admissions and to address urgent admissions matters.

The committee shall participate in admissions appeals hearings as required.

Meetings must be held in person, this can be virtually or via conference call – but admissions decisions must not be made via email.

Agenda and Minutes

Discussions and decisions of the Admissions Committee, must be recorded in minutes of the relevant meeting. A clear record of decisions should also be kept and retained as appropriate for in-year applications.

Agendas will be circulated 7 school days in advance of meetings.

Minutes will be recorded and circulated within 7 school days post-meeting.

Responsibilities outlined in the Scheme of Delegation

- Undertake consultation, publish and determine admission arrangements as required in accordance with the School Admissions Code and must follow the protocols and guidance provided by BDES.
- Will consider all applications for admission to the school and decide whether or not a place can be offered.
- Ensure that parents are notified of the outcome of that application in line with the School Admissions Code including advising parent of the right to appeal should their application be successful.
- Organise any appeal hearings as required in accordance with the School Admission Appeals Code and following the protocol and guidance provided by BDES.

Authority

PFMAC Directors delegate the day to day responsibility for admissions within each school to the school's LGB.

The LGB can be the Admissions Authority, or can delegate to an Admissions Committee.

The committee shall report to the Governing Body at least annually on its activities and admissions outcomes.

Review

These Terms of Reference will be reviewed annually or as required by changes in policy or legislation.