

## **HENDON SCHOOL**

### **Admissions Committee: Terms of Reference 2024**

To develop and recommend an Admissions Policy for ratification by the Governing Board. This will include secondary transfer, in year moves and admission to the 6<sup>th</sup> form. The School to notify Barnet of changes to the admissions criteria by the January 18 months prior to the September admission date for which they will apply.

The Committee will regularly review the admissions policy and practice in the light of changes in demand and the local community.

The Headteacher will have delegated responsibility to admit pupils from the School's priority admission area in accordance with the arrangements on admissions agreed by the Governing Board.

The Committee will regularly review the School's standard number to admit in each school year.

To support the School in its pupil recruitment activities as appropriate.

The Committee will consider any application for admission that the Headteacher cannot determine in accordance with the School's Admission Policy.

When the Committee refuse a request from a parent for admission of their child the Committee will ensure that the parent is informed of the reason for refusal, their right to appeal against that decision and how that appeal may be made.

#### **COMMITTEE MEMBERSHIP**

Membership shall consist of a minimum of three governors who are not disqualified by having an interest requiring them to withdraw. The Chair and Vice-Chair of the Governing Board and the Headteacher are ex officio members of the Committee and have voting rights.

The Headteacher is entitled to vote whether or not (s)he is a governor.

**It is advisable to agree how reserves will be selected.**

**VOTING.** A minimum of two Governors is required for a vote. Any persons 'In Attendance' at a meeting are not entitled to vote. The Chair of the Governing Board is entitled to attend any Committee meeting as an additional member where he is not already a member and is entitled to vote on any matter. The Committee shall not meet without the Headteacher or a nominated representative being present.

#### **CLERKING**

The Clerk to Committee cannot be the Headteacher. In the absence of the appointed Clerk, the Committee members may appoint one of themselves, apart from the Headteacher, to act as Clerk for the meeting.

**CHAIR**

The Committee shall at its first meeting appoint a Chair. The Committee must elect a member of that Committee to act as Chair in the absence of the Chair.

**MEETINGS**

The Committee shall meet bi-annually in the autumn and spring terms.