

OAK GREEN SCHOOL
ADMISSIONS COMMITTEE (COMMUNITY AND VOLUNTARY CONTROLLED SCHOOLS)
TERMS OF REFERENCE 2025-26

No.	Subject Area	Action	Frequency	Report by:	Suggested Term to report
	CONSTITUTION	<p>MEMBERSHIP – according to the agreed committee structure. Associate Members may be appointed by the Governing Board as members of this committee.</p> <p>QUORUM – at least THREE governors.</p> <p>GOVERNANCE PROFESSIONAL – cannot be the Headteacher. It is best practice to appoint an independent Governance Professional.</p> <p>VOTING RIGHTS – restricted to committee members. Associate Members can be given voting rights by the Governing Board. Chair to have a casting vote but only if they are a governor.</p> <p>CHAIR/VICE-CHAIR – to be elected annually by the Committee or Governing Board. It would not be best practice to elect a member of staff to chair this committee.</p>			
1.	Admissions	Consider and respond to the annual consultation on LA Admissions Arrangements	Annual Review	Committee	Autumn / Early Spring
2.		Review pupil numbers and liaise with the Local Authority (LA) on admissions numbers and catchment areas	Annual Review	Committee	Summer / Early Autumn
3.		Set the admissions number, where appropriate. (E.g. for: 6 th Form entry / nursery classes)	Annual Review	Committee	Spring

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4.		Administer the application of the relevant admission rules and comply with the LA's agreed Fair Access Protocol	On going	Headteacher	Ongoing
5.		Publish admissions information: <ul style="list-style-type: none"> ● Provide details to the LA of item 3. ● Publish details on school website. ● Include link to the LA arrangements: <u><i>Coordinated admissions scheme September 2026 Buckinghamshire Council</i></u> Primary <ul style="list-style-type: none"> ○ Guide to starting school or moving up to junior school Buckinghamshire Council ○ <u><i>Primary community and voluntary controlled schools' admissions policy September 2026 Buckinghamshire Council</i></u> Secondary <ul style="list-style-type: none"> ○ Guide to moving up to secondary school Buckinghamshire Council ○ <u><i>Secondary community schools' admissions policy September 2026 Buckinghamshire Council</i></u> 	Annual	Headteacher	Spring
6.		Ensure information on the in-year admissions process is published on the school website in-line with requirements of the School Admissions Code 2021. Ensure information is provided to the LA on in-year vacancies on request and within required timescales.	Annual As requested		
7.	Minutes	Minutes (with decisions and action points) will be taken at each meeting and circulated promptly to all members of the Governing Board.			

NB: Revisions since previous version are *italicised and underlined*.