

**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
<b>CONSTITUTION</b>		<p><b>MEMBERSHIP</b> – according to the agreed committee structure. Associate Members may be appointed by the Governing Board as members of this committee.</p> <p><b>QUORUM</b> – at least THREE governors.</p> <p><b>GOVERNANCE PROFESSIONAL</b> – cannot be the Headteacher. It is best practice to appoint an independent Governance Professional.</p> <p><b>VOTING RIGHTS</b> – 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><b>CHAIR/VICE-CHAIR</b> – 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.	<b>Admissions</b>	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 <sup>th</sup> 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"> <li>• Provide details to the LA of item 3.</li> <li>• Publish details on school website.</li> <li>• Include link to the LA arrangements:  <u><i>Coordinated admissions scheme September 2026   Buckinghamshire Council</i></u> </li> </ul> Primary <ul style="list-style-type: none"> <li>○ Guide to starting school or moving up to junior school   Buckinghamshire Council</li> <li>○ <u><i>Primary community and voluntary controlled schools' admissions policy September 2026   Buckinghamshire Council</i></u></li> </ul> Secondary <ul style="list-style-type: none"> <li>○ Guide to moving up to secondary school   Buckinghamshire Council</li> <li>○ <u><i>Secondary community schools' admissions policy September 2026   Buckinghamshire Council</i></u></li> </ul>	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.	<b>Minutes</b>	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*.