OAK GREEN SCHOOL
ADMISSIONS COMMITTEE (COMMUNITY AND VOLUNTARY CONTROLLED SCHOOLS)
TERMS OF REFERENCE 2026-27

No.	Subject Area	Action	Frequency	Report by:	Suggested Term to report
CONSTITUTION		**MEMBERSHIP** –appointed by the Governing Body. Associate Members may be appointed by the Governing Board as members of this committee, as long as the majority of the committee members are governors. **QUORUM** – at least THREE members who are governors. **GOVERNANCE PROFESSIONAL** – cannot be the Headteacher. It is best practice to appoint an independent Governance Professional. **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. **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.			
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: 6th 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: ● Provide details to the LA of item 3. ● Publish details on school website. ● Include link to the LA arrangements: Coordinated admissions scheme September 2027| Buckinghamshire Council Primary ○ Guide to starting school or moving up to junior school | Buckinghamshire Council ○ Primary community and voluntary controlled schools' admissions policy September 2027 Buckinghamshire Council Secondary ○ Guide to moving up to secondary school | Buckinghamshire Council ○ Secondary community schools' admissions policy September-2027| Buckinghamshire Council	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.			

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