

THE COOPERS' COMPANY AND COBORN SCHOOL

ADMISSIONS COMMITTEE

TERMS OF REFERENCE

THE BRIEF

The Admissions Committee is responsible to the Governing Board to determine the School's annual admission's policy and to ratify the ranking of applications.

OPERATING PRINCIPLES

1. The Admissions Committee will meet prior to both the Autumn and Spring Term Governing Board meetings and as required.
2. Minutes will be taken and circulated to members of the Committee.
3. The Membership of the Admissions Committee will be a maximum of 4 Governors. The Head will automatically be a member. In addition, 2 members of SLT may be in attendance.
4. A quorum of the Committee shall consist of at least two Governors plus The Headteacher.

THE SCOPE

1. To review and to make recommendations on the admissions policy to the Governing Board, through the Admissions Committee.
2. To randomly select a number of ranked applications to ensure due process.
3. Where the school is its own admission authority the whole governing board, or an admissions committee established by the Governing Board, make decisions on applications for admissions. The GB has delegated this function to the Admissions Committee