

TERMS OF REFERENCE

Admissions Committee (v1 2024)

1. Introduction

The Admissions (the Committee) is established as a sub-committee of the Trustee Board. Its main purpose is to ensure that Ebor Trustees, as the Admissions Authority for all schools within the Multi-academy trust (MAT), comply in full with the requirements of the School Admissions Code and the School Admission Appeals Code.

Ebor will buy into the relevant local authority's Admissions Service on an annual basis and work with the York Diocese Board of Education when amending admissions policies for our Church of England Schools.

The admission of children with an Education, Health and Care plan are covered by different admission regulations. Where a school has been named, a place will be allocated for these children before considering other applications.

The Committee has no executive powers other than those set out in these terms of reference.

2. Committee Membership

The Chair and committee shall be appointed by the Trustee Board as and when required

The Membership and Chair of the committee will be confirmed each year by the board.

3. Meetings

The committee shall meet when required to fulfil the duties of the Admissions Authority.

Meetings will be quorate if 2 members are present.

The meetings may be held in person or by teleconference or video conference and individual members may join a physical meeting remotely via teleconference or video conference and be regarded as present at the meeting.

Notices of meetings shall contain information relating to venue, time, date and agenda.

Papers to meetings shall be circulated at least one week before the date of the meeting.

Decisions may, at times, be required outside of meetings. In such circumstances trustees can vote via e-mail through the Governance Professional/Clerk.

Where there is an equal division of votes, the Chair of the committee shall have a second or casting vote.

The Governance Professional will keep a record of e-mail responses to the decision. At the next committee meeting the decision will be formally ratified, and recorded in the minutes.

The Membership and Chair of the committee will be confirmed each year by the board.

Decisions of the Committee shall be taken by resolution and recorded in the minutes. Where a consensus cannot be agreed, the Chair may request a vote on a show of hands, in which case each Committee Member shall have one vote.

4. Reporting Procedures

Where changes to admissions are proposed the committee will report these annually.

5. Responsibilities

- Liaise with the relevant LA if any changes are identified to ensure that the prescribed consultation takes place between 1st October and 31st January each year
- Ensure that a statutory consultation takes place every 7 years if no changes have been made in the interim.
- Liaise with the relevant LA and diocese to review any changes required as a result of admissions consultation.
- Recommend and seek board approval for the determined admission arrangements by 28th February each year
- Ensure appeal hearings are conducted in full compliance with the School Admission Appeals Code.
- Recommend to the board the Admissions Policy oversubscription criteria
- Recommend any changes in catchment area to the board
- Approve changes in the Published Admissions Number (PANs) and Current Admissions Number (CANs)
- When required, approve applications for delayed entry into a lower age group or accelerated entry to school. All decisions for admission outside the normal age group will be made in the best interests of the child concerned. This will include taking account of:
 - the parent's/carer's views;
 - Headteacher's views;
 - any information provided about the child's academic, social and emotional development;
 - where relevant, their medical history and the views of a medical professional;
 - whether they have previously been educated out of their normal age

- group; and
- where applicable, whether they may naturally have fallen into a higher age group if it were not for being born early or late.

The relevant LA will undertake the ranking of applications on behalf of Ebor Trustees in accordance with their service provision contract. The oversubscription ranking will be approved by the Ebor Board.

6. Advice and Guidance

The Admissions Committee will advise the board on the admission arrangements for each school annually to ensure that they are fit for purpose, compliant with any changes in legislation, in line with any requirements from the relevant religious authority and support the vision and values of Ebor Academy Trust.

7. Review of Terms of Reference

The Terms of Reference for the Committee and Committee effectiveness will be reviewed annually by the Board and this will include a review of membership of the Committee.