

## **TERMS OF REFERENCE**

### **Admissions Committee (v2 September 2025)**

#### **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 be part of the relevant local authority's Co-ordinated Admissions Service 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 (EHCP) plan are covered by different admission regulations. Where a child is or has been "looked after" or a school has been named in an EHCP, 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 Membership and Chair of the committee will be confirmed each year by the board.

#### **3. Authority**

The Committee is a committee of the Board and is authorised to undertake any activity within its terms of reference. The Committee will meet as often as is necessary to fulfil its responsibilities.

The Committee may:

- Seek any appropriate information that it requires from any employee of the Trust and all employees shall be directed to co-operate with any request made.
- Obtain outside legal or other independent professional advice and to secure the attendance of non-members with relevant experience and expertise if it considers this necessary. Such a person shall not be entitled to vote.

The Admissions Committee has no executive powers or operational responsibilities/duties other than those set out in this TOR or specifically delegated

to it by the board.

#### **4. Meetings**

The committee shall meet when required to fulfil the duties of the Admissions Authority which have been delegated to it.

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.

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

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

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

#### **5. Decisions outside of meetings**

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.

#### **6. Reporting Procedures**

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

#### **7. Responsibilities**

- Ensure that the admissions consultation (if required) takes place for a six week period between 1st October and 31st January each year.
- Ensure that a statutory consultation takes place every 7 years, if no changes have been made to the policy in the interim.
- Liaise with the relevant LA and diocese to review any changes required to the

policies.

- 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 changes to the board, the Admissions Policy's oversubscription criteria.
- Recommend any changes in catchment area to the board.
- Approve changes in the Published Admissions Number (PANs)
- 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 different 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.

## **8. 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.

## **9. 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.