

St Francis Catholic Primary School

Admission Committee

(Mother Teresa Catholic Academy Trust)

The purpose of this committee is to determine the school's admission policy taking into account advice and best practice from the Frassati Catholic Academy Trust, Portsmouth Diocese and the Royal Borough of Windsor and Maidenhead. They will decide on the admission of individual children in line with the current policy.

Terms of reference:

- To be responsible for administering the Admission Policy, within statutory provisions and the governing body policy, including applying the admissions criteria if the school is over-subscribed
- To review annually the admissions policy in line with diocesan and local government guidelines and recommend the policy to the full governing body
- To consider the school's standard class size/intake per academic year
- The Committee will consider any application for admission that the Headteacher cannot determine in accordance with the school's Admission Policy
- When an application is refused for admission of a child to the school the Committee will ensure that the school informs the parent/guardian of the reason for refusal and their right to appeal against that decision
- The committee with the Headteacher is responsible for preparing and presenting the school's case in response to any parental/guardian appeals against the refusal of child's admission to the school.
- The Headteacher has delegated responsibility for all administration relating to the Admission's policy.

These terms of reference agreed by the Governing Body	17 / 11 / 22
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Name of Governor	Date Appointed to the Committee
Jason Elwell	1.9.19
Rhona Miccoli	1.1.19
Lynne Ringshaw – Ex-officio	1.9.18
Clare O'Donnell	1.1.20
Stefanie Bradley	1.9.20

Chair of the Committee	Jason Elwell
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Clerk to the Committee	Caroline Veasey
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Quorum (minimum of 3 or 5)	3
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Date Committee established	22/09/22
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Date of review:	01/09 /25
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