

SKYLARK FEDERATION

ADMISSIONS PANEL

Terms of Reference

1. Purpose

The purpose of this panel is to review all applications for places (in the main admissions round as well as in-year applications) and ensure they are ranked in accordance with the Schools' Admissions Policies.

2. Membership

Three governors (to include the Chair of Governors) plus the Headteacher.

The school's Business/Office Manager may be invited to attend and report on applications received, the ranking of applications in accordance with the Admissions Policy and information received from HCC with regard to such rankings, offers of places and any appeals.

3. Quorum

Two governors.

4. Meetings

The Panel shall meet as necessary to discharge its responsibilities set out below.

The governing body shall appoint a chair of the Panel at its first meeting in every academic year.

5. Sub-Committees

There are no sub-committees of this panel.

6. Responsibilities

The Admissions Panel will:

- Review all applications received by the closing date for September entry, including 'faith' applications by children with a parent who is an active member of a Christian church, and ensure that they are ranked in accordance with the Admissions Policy.
- Review the Admissions Policy annually in the light of a model or guidelines received from the Diocese (usually in July), prepare a draft Policy for the next academic year that complies with such guidelines. If changes are made from the previous year, send to the diocese for review prior to carrying out a full public consultation. If no change is proposed a full public consultation is required every 7 years. Consultation must run for a minimum of 6 weeks between 1 October and

31 January with the persons/bodies outlined in Hampshire's relevant area document (appendix 1). For the duration of the consultation period, publish a copy of the full proposed admission arrangements on the school website with details of the person to whom comments may be sent and the areas on which comments are being sought.

- Ensure that the draft Admissions Policy for the next academic year is determined, by 28 February in the determination year, at a quorate full governing body meeting.
- In the event of any Admission Appeal, assemble all information required by HCC for the purposes of the hearing. Appoint two members of the Panel to represent the school at the hearing itself.
- Ensure that a Waiting List is maintained for all unsuccessful applicants who want to be included in it.
- Consider all in-year applications (for example by parents who are moving to the area) and deal with them in accordance with the Admissions Policy.

7. Reporting

The Panel will keep minutes of any meeting that may be relevant in the event of any Admissions Appeal.

Approved by the Whole Governing Body on 9th September 2020.

Signed by Chair: _____

Review: Autumn 2021

Appendix 1 - Extract from Hampshire County Council's definition of "relevant area":

Primary Aided Schools, having first consulted with their diocese, will consult with:

- Hampshire County Council
- Any neighbouring local authority within 2 miles
- All community, voluntary controlled, academy, foundation, voluntary aided or free primary schools within 2 miles
- Parents of children between the ages of 2 and 18
- Any other persons, who in the opinion of the admission authority, have an interest in the proposed arrangements