

**The Catholic Academy Trust in East Berkshire**  
**GOVERNING BODY of**  
**SAINT MARY'S CATHOLIC PRIMARY SCHOOL**

---

TERMS OF REFERENCE – ADMISSIONS COMMITTEE

**QUORUM:** Three members, one of whom must be the Chairman of the Committee or the Headteacher. The Parish Priest should not be a member of the Admissions Committee.

1. The trustees of the Catholic Academy Trust in East Berkshire have delegated the day to day management of St Mary's Catholic Primary School to the Governing Body. The Governing Body is therefore the Admissions Authority and the Admissions Committee (referred to hereafter as the Committee) is responsible to the Governing Body for all admissions of pupils to school.
2. The Governing Body has delegated this responsibility fully to the Committee.
3. The Committee must meet at least three times a year to review the status of Admissions and report to the Governing Body.
4. The Committee must adhere to the Admissions Policy of the School.
5. The Committee must verify and agree the first entry admission lists for the main admission intake.
6. The admission of other-aged children must be agreed by the Committee who must be mindful of class size, the school's standard intake number, the proportion of non-Catholic children in the school and the overall interests of the school's standards and aims.
7. The Committee should keep up to date and act in accordance with the latest directives and proposals from Central Government, the Local Authority and the Diocese of Portsmouth, advising the Governing Body as appropriate.
8. The Committee should review the Admissions Policy and Terms of Reference on an annual basis to reflect latest policies and directives for approval by the trustees.
9. The Committee must administer the Primary Co-ordinated Admissions Arrangements in conjunction with the local authority. This includes the Common Application Form (CAF) and the Supplementary Information Form (SIF).

**OBJECTIVE:** To operate the Admissions Policy of the School, fairly and reasonably, safeguarding at all times the Catholic character of St Mary's Catholic Primary School.

Signed:..... Chair

Date: .....

December 2016