

NORTHWOOD PRIMARY SCHOOL ACADEMY TRUST

Admissions Committee Terms of Reference

2024-2025

Membership:	The committee will have three governors. (The Head Teacher and any staff Governors are not to be members).
Quorum:	Two Governors.
Meetings:	There are no regular meetings of the Admissions Committee. The Admissions Committee will meet on an ad hoc basis as and when required.

Terms of reference:

1. To consider applications to admit a child to the school or refuse a place at the school where there are no available places in the appropriate year group.
2. All other powers in regard to admissions are delegated to the Head Teacher and the Full Governing Body as set out in the school's Scheme of Management Delegation.
 - a. The Head Teacher can admit a child to the school where there are places in the appropriate year group.
 - b. The Full Governing Body review and determine the admissions policy annually.

Signed:
Chair of Governing Body

Date