



# GEORGE ABBOT SCHOOL

## Local Governors' Admissions Committee Terms of Reference

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<b>Date of next annual review:</b>	<b>Autumn Term 2026</b>

This document sets out the responsibilities and role of local governors on the Admissions Committee in carrying out their statutory duties in relation to admissions as set out in the School Admissions Code 2021.

The 'admission authority' for the School is the Board of Trustees of the Learning Partners Academy Trust (Trust), who delegate their admission functions to the School's Local Governing Body, who in turn delegate to this Admissions Committee.

- Membership:** Minimum of three (3) governors, Admissions Officer (ex officio, **no voting rights**)
- Quorum:** Two (2) governors
- Meetings:** At least one per term and thereafter, as required. Agenda and related papers are to be distributed one week in advance of the meeting.
- Function:** To carry out certain statutory admissions functions including:
- Reviewing the School (years 7-11) admission arrangements annually, consulting on any changes to admission arrangements as required and when no changes have been required, consulting at least every seven years
  - Determining whether those applications seeking priority admission under Oversubscription Criteria 2\* – Children with an exceptional medical and/or social need to attend the school - meet the published criteria in the Admissions Policy. *\*Nb Until end of academic year 2025-26 for Year 7 applications and until end of academic year 2026-27 for In-year admissions. Thereafter this function will become obsolete, due to removal of this criteria from Admissions Policy academic year 2027-28 onwards*
  - Working with the School Admissions Officer and Head throughout the year to monitor implementation of the Admissions Policy including the number of students on the school roll, the number on waiting lists and the number of appeals
  - Ensure the admission arrangements are published on the School's website

Please note that the admission arrangements will be presented to the full Local Governing Body for approval annually.

## 1. Admission Arrangements Cycle

1.1 Governors will set the admission arrangements to be applicable to the intake two years in advance (e.g. in summer 2025, consider the policy for children applying in the school year 2027-2028 and consult on those new arrangements by January 2026)

As consultation must take place for a minimum of 6 weeks between **1<sup>st</sup> October and 31st January** of the school year before new admission arrangements are to apply, the following timetable will be adopted by this committee:

- Summer term: review the existing admission arrangements, ensuring that the practices and criteria used to decide the allocation of school places are fair, clear and objective. Ensure that the School carries out the statutory consultation process either if material changes are made to the arrangements or as a result of the requirement to consult once in a seven year period.
- Autumn term: propose the admission arrangements for the school year commencing in September two years ahead to the full Local Governing Body. If consultation is required, ensure that the School implements the statutory minimum 6 weeks consultation
- Spring term: **determine the final admission arrangements, taking into account any concerns raised during any consultation period (ie if changes are proposed). Ensure final determination by 28<sup>th</sup> February and publication by 15<sup>th</sup> March.**

**Where the admission arrangements are unchanged from the previous year, this decision may be agreed at a meeting of the admissions committee and the decision recorded in the minutes of the meeting. The decision will be communicated to the full Local Governing Body for reference.**

**Where the arrangements are to be changed from the previous year, this decision must be agreed at a meeting of the full Local Governing Body and the decision recorded in the minutes of that meeting.**

1.2 Objections to a school's admission arrangements can be made to the Schools Adjudicator until 15 May. Therefore, this committee will formally respond to those objections and respond to the Office of Schools Adjudicator (the OSA) as required. Any decision of the Adjudicator will be acted upon by the school and arrangements amended and re-published accordingly.

## 2. Admissions Committee role throughout the year

2.1 Governors on this sub-committee will meet on a termly basis to discuss admissions related issues and will receive and scrutinise:

- A fortnightly admissions update\* from the Admissions Officer relating to the number of children on the roll in each school year, the number on the waiting list by year group, numbers of any children leaving the school. \*This is an existing internal management document.

- A termly report on the number of admissions appeals and the outcomes (including the overall number of in-year applications processed)
- A termly report showing the “Starters and Leavers” during that school year
  - 2.2 Governors on this sub-committee may be asked to determine whether applications under the Oversubscription criteria 2\* – Children with an exceptional medical and/or social need to attend George Abbot School – meet the criteria as set out in the Admissions Policy. This may be in respect of applications received by 31 October within the normal admissions round or of in-year applications received throughout the year which will usually determine where the applicant is placed on the waiting list. The decision of the admissions committee can be made by telephone or video conference in addition to face-to-face meetings; the decision of the majority of governors will prevail. *\*Nb Until end of academic year 2025-26 for Year 7 applications and until end of academic year 2026-27 for In-year admissions. Thereafter this action will become obsolete, due to removal of this criteria from Admissions Policy academic year 2027-28 onwards*

2.3 Governors will ask the Admissions Officer to keep a clear record of any decisions reached by the Admissions Committee on all applications, including in-year applications. The Admissions Committee recognises its responsibilities under 2.7 of the School Admissions Code to ensure that the Admissions Officer offers and refuses places at the school based on the published admissions arrangements in place.

2.4 On behalf of the admission authority, the School must set out the reasons for refusing admission, provide applicants with information regarding their right of **appeal** and the process for hearing such appeals. The admission authority must establish an independent appeals panel to hear the appeal. This service is currently provided by Surrey County Council and paid for by the School. The School also instructs an independent paid representative to present the School’s case at the appeal hearing.