

Governing Body Childwall Church of England Primary School

Admissions

Purpose: As a Voluntary Aided School, Childwall Church of England Primary School, has its own Admission Policy and is its own 'admissions authority'. The Admissions Committee is responsible for ensuring the admissions to school are actioned in line with the Governing Body's published admissions policy and criteria.

Membership:

1. Peter Woodward – Chair
2. Wendy Mason – Headteacher
3. Karen McCaldon
4. Josephine Parry

In attendance:

1. Kristy Owens – Clerk to the Governors

Quorum: Three governors.

Meetings: The committee will meet at least three times a year. Minutes of the committee's meetings will be shared with the Full Governing Body and made available to the public upon request. In the absence of the Chair, a temporary Chair will be appointed at the meeting as necessary.

Policies and compliance: The committee will review and ratify the Admissions Policy. This will take place in the meeting of the Spring Term.

Monitoring: The committee will be responsible for:

- To consider applications for admission to the school and decide on the admission of pupils in accordance with the Governing Body's published admissions policy and criteria
- To consider admissions to years other than to reception classes, against the criteria agreed by the governing body, where there are more applications than places available, up to the School's Pupil Admission Number
- To ensure that arrangements are in place for parents to appeal against the Committee's decision not to offer a place, in accordance with procedures approved by the governing body
- To monitor arrangements for the admission of pupils and any associated appeals process and to inform the governing body of any appropriate issues
- To report to the governing body any action taken within the powers delegated to the committee
- To determine any other issues referred to the Committee by the governing body

Delegation: The Headteacher will admit pupils to places outside of the usual admissions timescale, up to the school's Standard Number for Admissions, but, where there are more applications than places these will be referred to the Admissions Committee for a decision.

Approved by the Governing Body:

Adopted by the Admissions Committee: 30th Oct 2021

Next review date: Autumn 2022