Esher C of E High School Governing Body
Admissions Committee
Terms of Reference

AIM
The Admissions Authority of Esher C of E High School is Enlighten Learning Trust. They have delegated authority to the Local Governing Body of Esher C of E High School who have established an Admissions Committee to discharge the functions conferred on it by relevant Education Acts and Regulations in relation to the number of pupils to be admitted to the school and the area served by the school.

MEMBERSHIP
The membership of the Admissions Committee will comprise the headteacher, the Chair of Governors and at least two other Governors. The Admissions Officer will attend all meetings. The Chair will be appointed by members of the Committee. The Headteacher may not chair the Committee.

QUORUM
50% of the Committee, one of whom must be the Headteacher, must be present for the meeting to be quorate.
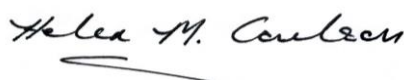
MEETINGS
Termly, unless otherwise agreed by the members of the committee, as necessary.

TERMS OF REFERENCE
1. To determine applications for admission in accordance with the Governing Body's published Admissions Policy;
2. To ensure that the annual consultation process on the school's admissions arrangements is effected within the specified timetable, and within that process, that the admissions arrangements are approved by the full Governing Body;
3. To ensure that the Governing Body's approved arrangements are in place for parents to appeal against the Committee's decision not to offer a place;
4. To carry out its duties in accordance with the DfE and Guildford Diocese Guidance on Admissions and Appeals;
5. To monitor the admissions and appeals process and bring appropriate matters to the attention of the Governing Body;
6. To report any decisions taken on behalf of the Governing Body to the next full meeting;
7. To carry out any other reasonable and appropriate duties at the request of the Local Governing Body.

Signed…………… *Helen M. Coulson* ..Dated………14.03.2022…………………………