THE CRYPT SCHOOL TRUST BOARD

Admissions Committee Terms of Reference 2026-27

Organisation

Only Trustees of the school shall be members of the Admissions Committee. Members and terms of reference will be approved by the Trust Board.

The Chair will be appointed by the Trust Board on an annual basis. No governor employed at the school will act as chair to the committee. The clerk to the committee will be elected by the committee. In the absence of the chair or the clerk the committee will elect a replacement.

A minimum of three members shall be a quorum for meetings, but must include the Chair or his/her nominated deputy and the Headmaster or his nominated deputy.

The clerk to the committee will circulate an agenda for each meeting and papers at least a week before the meeting.

Attendance at each meeting, issues discussed and recommendations for decisions will be recorded. The written record will be forwarded by the clerk to the committee to the clerk of the Trust Board in sufficient time for it to be included on the agenda of the whole Trust Board. This is to meet statutory requirements.

The committee will meet a minimum of two times a year, but may hold additional meetings as necessary.

The committee may invite attendance at its meetings persons to assist or advise on a particular matter or range of issues, including parents and members of staff who are not Governors.
In the event of a need to make an urgent decision between meetings on matters falling within the remit of the committee, the Chair of Governors, in consultation with the Headmaster and chair of the committee, will take appropriate action on behalf of the committee. The decisions taken and reason for the urgency will be explained fully at the next meeting of the whole Trust Board.

Purpose

- To determine the Admission Arrangements and review annually.
- To arrange to consult with the LA and other appropriate bodies.
- To publish the Admission arrangements to parents and invite applications.
- To arrange for the appropriate tests to be held and marked.

- To decide on the criteria for entry.
- To decide on the number of places to be offered and the number of those to be placed on the waiting list.
- To arrange for the appeals procedure to be in place.
- To consider additional policies.