



**DAME ALICE OWEN'S SCHOOL  
THE DAME ALICE OWEN FOUNDATION - 1613**

**ADMISSIONS COMMITTEE**

**TERMS OF REFERENCE - Academic Year 2019/2020**

**Membership:**

Mrs Jackie Tyler	Chair
Mr Jonathan Robinson	Vice-Chair
Mrs Monique Choudhuri	
Mr Seamus Gillen	
Mr Peter Martin	(Chair of Governors)
Mr Andrew Porter	

**In attendance:**

Mrs Hannah Nemko

**Co-opted non-voting members:**

Mrs Debbie Coles, Admissions Officer

**Quorum:**

The quorum shall be four Governors, of which one must be the Head or his/her representative. Meetings must be quorate for any voting to take place and be valid.

**Meetings:**

The Committee shall meet at least once every term.

**Terms of Reference:**

1. To oversee all aspects of Admissions.
2. Periodically to check all published Admission details for the School and all Admission processes within the School.
3. To propose to the Governing Body changes to the Admissions Criteria when required.
4. To ensure that Appeals arrangements have been organised in accordance with statutory requirements.
5. To be aware of and monitor the implications of any proposed changes to admissions requirements and to respond to any consultations.
6. To make and/or approve offers of places.
7. To respond to any objections/referrals by the Schools Adjudicator.