



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

**ADMISSIONS COMMITTEE
TERMS OF REFERENCE - Academic Year 2022-23**

Membership:

| | |
|----------------------|----------------------|
| Mr David Burrowes | Chair |
| Mr Jonathan Robinson | Vice-Chair |
| Mr Gary Haigh | (Chair of Governors) |
| Mrs Amy Harker | |
| Mr Peter Martin | |
| Mr Andrew Porter | |
| Mr Adrian Sykes | |

In attendance:

Mrs Hannah Nemko (Headteacher)

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 their 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.