

**Board of Trustees**  
**Admissions Committee: Constitution and Terms of Reference**

1. **Constitution**

The Board of Trustees of the Link Academy Trust has established the Admissions Committee. The Constitution and Terms of Reference should be reviewed annually; any amendments must be approved by the Board of Trustees.

2. **Membership**

The Board of Trustees will appoint a Trustee to chair the Admissions Committee. Membership will include two Trustees plus the Executive/Academy Head of the academy for which the admission application has been made. The quorum shall be a minimum of two trustees. Trustees can be deputised if required.

3. **Voting Rights**

It is considered good practice to appoint the Executive/Academy Head on to the Admissions Committee, but they cannot act in place of the Trustees in determining an admissions policy, or in place of the Admissions Committee in deciding on the admission of any individual child to their academy.

4. **Meetings**

As required and within any statutory timescales. Meetings can be held online where necessary. Supporting papers should be circulated to the Committee in advance of the meeting.

5. **Authority**

The Committee is authorised to approve or refuse admissions in accordance with an admission policy and the Schools Admissions Code 2021.

6. **Duties**

6.1 In coming to its decisions the committee should give due regard to the:

- Section 88(1)(a) and (b) of the School Standards and Framework Act (SSFA) 1998
- SEN Code of Practice
- Equalities Act (2010)
- DfE Schools Admissions Code
- DfE Schools Appeals Code

6.2 Main responsibilities:

- To review the admission arrangements/ oversubscription criteria contained within the draft admission policies of each academy within the Trust.
- To consult as appropriate with other admission authorities on any non-statutory changes to the admission arrangements/oversubscription criteria within required timescales and in-line with the admissions code of practice.
- To report consultation comments and recommended changes back to the Full Board of Trustees for consideration.
- To ensure admission arrangements are approved annually (February) by the Full Board of Trustees.

6.3 Additional delegated responsibilities for the committee include:

- To ensure applications are prioritised by reference to the oversubscription criteria,

and that this is applied lawfully and in accordance with policy.

- To determine within statutory provisions and the Trust's admission arrangements, whether any child should be admitted to an academy during the September admissions round (this cannot be delegated to an individual).
- To report on admission outcomes to the Board of Trustees in broad terms.

7. **Communication and Reporting Procedures**

The Minutes of the Committee will be prepared by the Chair and must provide Evidence of decisions made. These minutes must be recorded and filed in accordance with General Data Protection Regulations at the academy where the application for admission was made.

8. **Clerking Arrangements**

The Chair of the Admissions Committee will be the Clerk of the Committee.

Board of Trustees: Approved 23 May 2022