



Terms of Reference for Aurora Academies Trust Admissions Committee 2025-26

Purpose of the Committee:

The exercise the board's responsibilities in relation to Admissions compliance.

Constitution of the committee:

The committee is formed as a committee of the board of trustees in accordance with its Articles of Association.

Members of the committee:

The membership of the committee will be constituted ad-hoc and will consist of trustees and one Local Academy Board member of the school to which the Admissions matter applies.

To attend as non-voting members in an advisory capacity:

- The Headteacher of the school to which the Admissions matter applies

Quorum: Three committee members

The remit of the committee is to:

- Consider admission applications under criteria where applicants are required to submit supplementary information (ie looked after/previously looked after children, children with a compelling medical or other exceptional reason [CAW only], children of staff)
- Consider in year admission applications when required (for example for admission into year groups where the infant class size limit does not apply, and where the admission of another pupil could prejudice the education of pupils or efficient use of resources)
- Consider applications for admissions outside the normal age group.

Operational Functions

- A committee shall appoint a chair at each meeting.
- Meetings shall be held as required.
- The quorum for meetings shall be three committee members.
- The committee shall appoint a clerk who shall prepare an agenda and minutes for each meeting.
- Due to the nature of the dealings of the committee, minutes are likely to remain confidential.