

# ROYAL ALEXANDRA AND ALBERT SCHOOL

## ADMISSIONS COMMITTEE

### TERMS OF REFERENCE

#### **The Admissions Committee is to:**

1. Review as legally required, in consultation with the relevant admission authorities, the School's Admissions policies.
2. Consider and approve all applications for the annual September entry against admissions criteria. Admissions at other times, where it is not reasonable to convene the Committee, may be considered and approved by the Headmaster and one other governor from the Committee, such decisions must be ratified subsequently by the full committee.
3. The Chair of the Committee to alert the Chair of the Safeguarding Committee of any safeguarding matters identified by the Committee

**Membership:** Up to eight members who will comprise school governors (including the Headteacher) and at least one member of the Board of Management and the Deputy Head (Boarding and Pastoral).

**Quorum:** Three and to include a Board of Management member when reviewing the Boarding Agreements.  
The Chair has a casting vote, where required

**Frequency:** Termly or more frequently if required

**Reporting to:** The Governing Body

**In attendance:** Director of Admissions, Marketing and Development, Admissions Officer, Bursary and Admissions Administrator