

The Mortimer Federation of St John's and St Mary's

Terms of Reference			
Policy Number	Admissions	Date of Issue	October 2025
Status		Review Date	September 2026
		Issue Number	7

THE MORTIMER FEDERATION OF ST JOHN'S AND ST MARY'S **TERMS OF REFERENCE - ADMISSIONS COMMITTEE**

Membership

The Admissions Committee shall consist of not less than four governors, one of which will normally be the Headteacher. No member of the committee can be an Associate Member of the Governing Board. The chairman of the committee and the clerk will be elected annually at the first committee meeting of the year.

Members for 2025-2026 are: Mrs Clare Beswick, Mr Richard Bourne, Mr Craig Hassey, Mrs Carol Macdonald, Father Derek Spears, Mrs Mel Strang. Clerk will be Mrs Helen Burt.

Meetings

The meetings will be held at Mortimer St Mary's C of E Junior School or via Teams. Most meetings will be held on an 'as and when needed' basis with one meeting required during September/October to set Chair and agree Terms of Reference and one at the end of February to agree the intake for the following September. A quorum is at least three governors and the Executive Headteacher (or representative).

At least one week's notice will be given to members, by the circulation of an agenda and related papers. Minutes will be taken which show the basis of the decisions reached. Decisions will be reported to the Full Governing Board.

Powers

The committee has the power to review and approve the policy document stated in the objectives. The committee will consider other issues relevant to its stated objectives and make recommendations to the Full Governing Board.

Aims

To exercise the power of the Governing Board to determine applications for admission to St Mary's C of E Junior School in accordance with functions conferred on it by relevant Education Acts and Regulations to deal with issues relating to admissions.

To ensure that St Mary's C of E Junior School reviews its admission policy on an annual basis, in accordance with the national timeframe and has regard to guidance issued by the Oxford Diocesan Board of Education.

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Objectives

To ensure that the federation has the following standard policy in place and that it is updated annually and goes for statutory consultation every seven years (unless a major change is agreed). The last consultation was between November 2023 and January 2024.

Policy	Review Date	Statutory (Y)?	FGB Approval (Y)?
Admissions Policy	September 2026	Yes	Yes
Terms of Reference	September 2026	Yes	

Terms of Reference

The Executive Headteacher will have delegated responsibility to apply the admission arrangements and agree admissions where places are available and there are sufficient places for all those applying. Decisions which may result in a refusal will need to be determined by the Committee.

The Committee will be responsible when applying the criteria for making judgements about those who, in their judgment, fulfil the admission criteria for special medical or social circumstances.

The Committee will annually review St Mary's C of E Junior School's admission policy, including the published admission number and the area served by the school and present a draft of the policy to the Governing Board for approval for statutory consultation (if required). This will include liaison with the Oxford Diocese and West Berkshire Local Authority.

The Committee will review responses from the consultation period and make a recommendation to the Full Governing Board for final determination having regard to the comments received.

The Committee will receive reports from the Executive Headteacher about the need to remove from the roll students who have taken and exceeded the leave of absence agreed and the relevant checks which have been carried out to ascertain the whereabouts of the students in question.

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Where the Committee refuse a request from a parent for admission of their child the Committee will ensure that the parent is informed of their right of appeal against that decision and how that appeal may be made.

The Committee will ensure that the relevant admissions policies and information are always available on the school website.

The Committee will have full regard to the School Admissions and School Admission Appeal Codes and comply with all of the mandatory provisions of the Codes.

A governor who is not a member of a committee can attend a committee meeting by prior arrangement with the chair of that committee on matters of mutual interest. This must be agreed in advance and be planned for on the Agenda. The governor will have no voting rights.

_____	14 October 2025
Chair of the Admissions Committee	Date

Approved by the Full Governing Board 14 th October 2025	_____
	Chair of Governors

Share Your Light

John 10:10 "Life in all its fullness"