

Admissions Committee

Constitution and Terms of Reference 2025

The Link Academy Trust is a company limited by guarantee and an exempt charity, regulated by the Department of Education (DfE). All Members of the Board of Trustees are also Directors of the exempt charity; the term 'Trustee' used in this Policy also means Director.

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 the CEO and one Trustee plus the Executive/Academy Head/s of the academy/ies for which the admission application has been made. The quorum shall be the CEO and one Trustee. The Chair and Trustee can be deputised if required.

3. **Voting Rights**

It is considered good practice to appoint the Executive/Academy Head (E/AH) on to the Admissions Committee, but they cannot act in place of the CEO or the Trustees in determining an academy's admissions policy, or in place of the Admissions Committee in deciding on the admission of any individual child to their academy. The E/AH can change for each meeting in order to be most relevant to the discussion.

4. **Meetings**

As required and within any statutory timescales. Meetings can be held online where necessary and are normally online to avoid unnecessary travel. Supporting papers should be circulated to the Committee in advance of the meeting via the Teams Admissions Committee Channel. Decisions may, at times, be required outside of meetings. In such circumstances decisions can be made by the Admissions Committee via email. A record of the emails will be kept and any decisions made will be formally ratified at the next Committee meeting.

5. **Authority**

The Committee is authorised to approve or refuse admissions in accordance with an academy's 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 including the Local Authority and the Diocese 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 consider applications for admission which occur throughout the course of the school year (including those at nursery level) ensuring that appropriate discussion on the admission arrangements takes place in accordance with each academy's published admissions policy and criteria.
- To ensure applications are prioritised, if applicable, by reference to the oversubscription criteria, and that this is applied lawfully and in accordance with a school's 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: October 2025