Admissions committee: terms of reference

Name of trust:	Sutton Grammar School Trust
Name of committee:	Admissions committee
Date agreed:	1 October 2026
Review date:	Board meeting in the autumn term (2027)
Chair of committee:	Felicity Alexander
Governance professional:	Joanna Beeson
Membership:	Two Trustees and the Head: Felicity Alexander; Ben Cloves In attendance: Admissions Officer (Sabah Mian)
Quorum:	Two non-executive Trustees
Meetings:	Following production of the results of the selective entrance test (SET), prior to the December board meeting and otherwise as required. The committee chair will decide, in consultation with other committee members and in conformity with the board's governance calendar, the venue (which may include a remote meeting) and date/time of meetings.

The committee's specific function is to support the trust board and Head in their responsibilities for the admissions of pupils in regard to the trust's role as admissions authority, including compliance with the School Admissions Code and applicable legislation, including the Equality Act 2010.

In accordance with the scheme of delegation and as appropriate, the committee will:

- report to the trust board on the outcome of its meetings;
- seek guidance or decision from the trust board; and
- liaise with and consult with other committees of the trust board where appropriate.

The committee will have the following responsibilities delegated by the board:

1. Receive a report/s from the Head, Admissions Officer and other key member of staff for the school covering:
    - the arrangements for the SET (selective eligibility test);
    - the processes for admissions, consultation for a change to admissions policy and appeals; and
    - compliance;

and refer any issues to the board for consideration.

2. Determine the number of students eligible for admission into Year 7 having regard to the results of the SET (selective eligibility test), the criteria for entry set out in the trust's admissions policy for Year7 entry, the PAN (published admission number) of students, the likely number of students accepting offers for admission into the school and inclusion.
3. Report on admission outcomes for students into Year 7 and the sixth form in broad terms.
4. Recommend to the board any proposed change in the PAN for entry into Year 7 and the sixth form.
5. Recommend to the board any proposed change to admissions policies, including any changes to the ranking criteria for admission into Year 7 and the sixth form.
6. Ensure that the Board determines the admission policies for the school by 28 February in the year prior to the year of entry under those policies.
7. The committee will review and monitor all policies delegated by the trust board in accordance with the board's governance calendar.

Delegated policies
Policies that are delegated to the committee to review include: Admissions policies