

HENDON SCHOOL

Admissions Committee: Terms of Reference July 2026

To develop and recommend an Admissions Policy for ratification by the Governing Board. This will include secondary transfer, in-year moves and admission to the 6th form. The School to notify Barnet of changes to the admissions criteria by the January 18 months prior to the September admission date for which they will apply.

The Committee will regularly review the Admissions Policy and practice in the light of changes in demand and the local community.

The Headteacher will have delegated responsibility to admit pupils from the School's priority admission area in accordance with the arrangements on admissions agreed by the Governing Board.

The Committee will regularly review the School's standard number to admit in each school year.

To support the School in its pupil recruitment activities as appropriate.

The Committee will consider any application for admission that the Headteacher cannot determine in accordance with the School's Admission Policy.

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

COMMITTEE MEMBERSHIP

Membership shall consist of a minimum of three Trustees who are not disqualified by having an interest requiring them to withdraw. The Chair and Vice-Chair of the Governing Board and the Headteacher are ex officio members of the Committee and have voting rights.

The Headteacher is entitled to vote whether or not (s)he is a governor.

VOTING.

A minimum of two Trustees is required for a vote. Any persons 'In Attendance' at a meeting are not entitled to vote. The Chair of the Governing Board is entitled to attend any Committee meeting as an additional member where (s)he is not already a member and is entitled to vote on any matter. The Committee shall not meet without the Headteacher or a nominated representative being present.

CLERKING

The Governance Professional to Committee cannot be the Headteacher. In the absence of the appointed Governance Professional, the Committee members may appoint one of themselves, apart from the Headteacher, to act as Governance Professional for the meeting.

CHAIR

The Committee shall, at its first meeting, appoint a Chair. The Committee must elect a member of that Committee to act as Chair in the absence of the Chair.

MEETINGS

The Committee shall meet bi-annually in the autumn and spring terms.

Conduct of Meetings

To be in accordance with the Articles of Association.

Approved at GB Meeting 30 July 2026