

St Werburgh's Park Nursery School

Admissions Panel for the Allocation of Nursery places

TERMS OF REFERENCE

The Admissions Panel accepts full delegated responsibilities for the discharge of the following duties:-

- Set and review Admission Policy in accordance with Local Authority policy.
- Ensure the fair and consistent application of the Admissions Policy in relation to funded, paid for and discretionary nursery places.
- Identify and assess the impact which current trends in admissions may have on:
 - the quality of provision for children and families across the setting
 - the financial sustainability of the setting
 - staff workload and wellbeing
 - any other aspect of the life of our school and community it deems significant.
- Where a potential negative impact is identified, the Admissions Panel should make recommendations to the governing body to mitigate it.
- The Admissions Panel are responsible for feedback on decisions to staff, parents/carers and full governing body.
- The Admissions Panel operates as a committee of the Governing body and is accountable to it.

Membership of the panel will be reviewed annually within the following structure:-

- Quorum is 3
- A member of the Admin Team is responsible for minute taking and distribution, meeting arrangement
- Governor(s)
- Staff Representative
- Head Teacher
- Inclusion Leader will provide a report or be available if required
- The panel will meet at least 6 times per year at regular intervals taking into account census dates and other relevant factors.

Next Review Date: April 2018