



The Olympus Academy Trust

Governance Framework Appendix M

Terms of Reference – Admissions Decisions Panel Policy

Document Summary

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On Trust Website?	Yes
On School Websites?	n/a

Amendment History

Version	Amendment Date	Author	Amendment Summary
1	23 April 2014	VFi	<ul style="list-style-type: none"> • New Terms of Reference. • Approved by Board of Directors
2	1 July 2015	VFi	<ul style="list-style-type: none"> • Reviewed by Board. • Approved by Board of Directors.
3	13 December 2017	LSt	<ul style="list-style-type: none"> • Approved by Board of Directors.
4	12 December 2018	KSt	<ul style="list-style-type: none"> • Changed reference from OAT to Olympus • Approved by Board of Trustees.
5	19 December 2019	IMa	<ul style="list-style-type: none"> • Reviewed by Board. • Approved by Board of Trustees.

1. **Overall Purpose**

1.1 To ensure the Admissions Policy is applied consistently, accurately and fairly.

2. **Composition**

2.1 A minimum of one Trustee and at least two other Trustees or Governors of an Olympus school.

2.2 The Panel will be supported by the Olympus Admissions Co-ordinator.

3. **Frequency of Meetings**

3.1 As required by the admissions process.

4. **Quorum**

4.1 The quorum shall be one Trustee and at least two other Trustees or Governors of an Olympus school.

5. **Core Functions**

5.1 To consider admissions cases where the admission criteria and arrangements need to be reviewed due to greater complexity than usual.

5.2 To analyse evidence in support of admissions cases to ensure admission criteria are met fully.

5.3 To request further supporting documentary evidence if evidence is not sufficient to make an informed decision.

5.4 To take decisions on admissions cases.