



CARDINAL POLE CATHOLIC SCHOOL

ADMISSIONS COMMITTEE TERMS OF REFERENCE 25/26

Membership to include at least 3 members of the Local Governing Body including the Executive Headteacher, which will be agreed that the Annual Meeting.

General Responsibilities:-

To advise the Governing Body so that it may fulfil its obligations Curriculum Provision, Religious Education and Collective Worship, Provision for Special Educational Needs, Admissions, Student Welfare and Well-being and the School Day and Term.

Specific Responsibilities:-

- a) To determine and approve the admissions list for Year 7 and submit to the Local Authority.
- b) To amend and approve the admissions criteria annually and submit for consultation as and when required.
- c) To review the in-year PAN for Years 8-11.
- d) When necessary recommend to the Local Governing Body the number of students in any relevant age group that it is intended to admit to the school in any school year.
- e) When the standard number is to be changed carry out the necessary procedure for this.
- f) Review and make recommendations on an annual basis concerning the policies and the arrangements for the admission of students to the school.
- g) Determine the offers that shall be made against the criteria for admissions to the first-year entry.
- h) Confirm any decision taken by the Executive Headteacher with respect to groups other than first year entry.
- i) To review the Fair Access Process.
- j) To provide written minutes to the Local Governing Body.