Terms of Reference for the Admissions Committee

Mission Statement



Our mission at St Elizabeth's Catholic Primary School, a member of Christ the Redeemer Catholic Education Trust, is to educate our children to reach their full potential in the context of a Catholic community in which each individual shares, or is in sympathy with, the teachings of the Catholic Church and the Christian way of life.

Our core values of **equality, excellence, kindness, forgiveness, perseverance, friendship, courage, service** and **respect** were chosen by our pupils to be the overriding principles to which the whole school aspires, together with our golden rule, "Love one another as I have loved you" *John 13:34.*

We seek to make St Elizabeth's School a secure, happy and inclusive environment that is a place:

- of the highest quality teaching and learning;
- of compassion, co-operation and reconciliation;
- where each child is seen and appreciated as a unique individual;
- in which every child's talents are developed and their needs met;
- where mistakes are learning opportunities;
- in which all children are empowered to keep themselves safe and healthy;
- where endeavour and excellence are encouraged and celebrated;
- in which cultural diversity is respected and valued;

We value worshipping and celebrating together, sharing our Christian witness and drawing strength from and serving our local parishes and the wider community.

Constitution:

The Membership of the Committee, and the clerk, will be agreed at the Autumn Term Governors' meeting.
The Chair of the Committee will be elected by the whole Governing Body at the Autumn Term Governors' meeting.
A quorum will be at least three Governors, at least one of whom must be a Foundation Governor. Staff governors should not chair this Committee.

Meetings

Meetings will be held at least twice a year. Decisions will be reported to the full governing body.

Terms of Reference:

1	To apply the admissions criteria as agreed by the Governing Body and advise the LA of the ranked list.
2	To review the Governing Body's Admissions Policy and Criteria and make any recommendations for change to the whole Governing Body.
3	To maintain current awareness and implementation of Diocesan guidance for admissions.
4	To ensure that the consultation process is carried out in accordance with guidance contained in the School Admissions Code of Practice (2021)
5	To support the Governing Body/Chair in making the case for refusing an application for admission to an Independent Appeals Panel.
6	To consider, with the Headteacher, any applications for admission after the normal point of entry and to hold meetings to allocate places from the waiting list.
7	To publish the school's Admissions Arrangements on the School website.
8	To ensure Minutes (with decisions and action points) are taken at each meeting.
9	If necessary, to appeal against LA directions to admit pupils
10	To consider and note the Annual Report of the Office of the Schools' Adjudicator

Reviewed by the Committee on 16 November 2026

Procedure
The Headteacher will have delegated responsibility to admit pupils from the school's ranked list and waiting lists in accordance with the arrangements on admissions agreed by the governing body. The Committee will consider any such application for admission that the Headteacher cannot determine in accordance with the school's Admission Policy.

Where the Committee refuse a request from a parent for admission of their child the Committee will ensure that the parent is informed of her/his right of appeal against that decision and how that appeal may be made.

The constitution, terms of reference and procedures will be reviewed annually at the Autumn Term meeting.

Reviewed by the Committee on 16 November 2026