The Cardinal Wiseman Catholic School

Omnia Pro Christo – All Things for Christ

Governors' Admissions Panel – Terms of Reference 2026/27

Our Ethos

The Cardinal Wiseman Catholic School subscribes to the ethos and vision encapsulated by "All things for Christ" (Omnia Pro Christo).

Thus, our commitment to the development of human ecology, divine inspiration, Catholic Social Teaching, the counter-cultural element of our work and a constant quest for excellence inspire us daily. We want our students to flourish at Cardinal Wiseman in order that they will have the knowledge, skills, compassion and agency to make the world a better place.

Date approved by Governors	October 2026
Date of next approval	Autumn Term 2027

The Cardinal Wiseman Catholic School

GOVERNORS'ADMISSIONS PANEL

Terms of Reference

2026 / 2027

Membership

1. The Admissions Panel shall consist of a minimum of four members, nominated at the Governing Body meeting held in the Summer Term.
2. Members of the governing body not directly in membership with the Panel may attend and take full part in the meeting(s).
3. The Chair/Vice Chair of the Governing Body may attend meetings and have equal voting rights with Panel members.
4. In line with Good Practice, the Headteacher will be appointed onto the Admissions Panel, but the Headteacher cannot act in place of the governing body in determining the school's admissions policy or in deciding on the admission of any individual child.
5. Quorum to elect Chair and Vice Chair to the Panel shall be three members of the Panel and the Headteacher.
6. Quorum to conduct normal business on behalf of the governing body shall be four members of the committee including the Headteacher.

Meetings

1. The Panel must meet in the Autumn Term and then as necessary.
2. Agenda and relevant papers should be sent to members 7 days before a scheduled meeting.
3. Meeting notes must be taken.

Alternative Arrangements for Governor Participation at Meetings

Where a governor is unable to be physically present on the date of the meeting:

1. A governor may participate and vote at meetings by prior arrangement with the Clerk.
2. The school will notify the governor via electronic communication to enable the governor to participate fully at that meeting, including voting on issues.
3. The school will make arrangements for meetings to take place using MS Teams to enable all governors to participate in full.
4. When not in attendance, due regard will be paid to confidentiality and fair and equal contribution to the meeting.
5. If the meeting is to be recorded all this will be agreed prior to the meeting.

Roles and Responsibilities

1. To elect a Chair and a Vice Chair to the Panel at the meeting held in the Autumn Term.
2. To nominate a clerk to keep a record of the meeting.

3. To determine the school's Admissions Policy for Year 7 and Year 12 and decide on the admission of individual children.
4. To determine within statutory provisions and the governing body policy whether any child should be admitted to the school.
5. To review admissions arrangements in consultation with the Diocese of Westminster and the Local Authority.
6. To make recommendations for changes to the governing body within the time specified by the Local Authority.

Reporting to the Governing Body

1. The Panel's meeting notes are to be recorded under Part 'B' and will be made available to the full Governing Body.
2. Report all matters that are legal requirements and must be taken to the full Governing Body.
3. Report from the above what it might be necessary / polite / of interest to the full Governing Body.

Members Interests

Any member of the Admissions Panel who has a direct or indirect pecuniary interest in any matter, which is the subject of consideration by the Panel, shall, at the meeting, disclose the fact and take no further part in the discussion. At the discretion of the Panel, the Panel member shall leave the meeting.

Review

1. These terms of reference are to be reviewed annually in the Autumn Term and presented to the Governing Body for approval at their Spring Term meeting.
2. The terms of reference will be presented to the full Governing Body for approval at their meeting in October 2026.

Date for Review by the Governors' Admissions Panel: October 2026

Date of Next Review: Autumn Term 2027

Approved: October 2026

Chair of Admissions Panel