CRANMER EDUCATION TRUST

ADMISSIONS COMMITTEE

Terms of Reference – 2026-27

Reviewed by the Admissions Committee on 19th October 2026

Recommended for Approval to Trust Board on 4th November 2026

CRANMER EDUCATION TRUST

The Blue Coat School, Egerton Street, Oldham. OL1 3SQ

Cranmer Education Trust
("the Trust")

Admissions Committee Terms of Reference

1. Rationale

1.1. The Trust is the Admissions Authority for each of the schools within its Trust. It has resolved to establish an Admissions Committee. The scope of the committee's business is:

1.1.1. **To monitor and review the Admissions Policy for each school to ensure compliance with the Admissions Code and statutory deadlines.**

1.1.2 **To oversee consultations on admissions.**

1.1.3 **To advise the Trust Board on necessary changes to policy.**

1.1.4 **To quality assure the application of "exceptional circumstances" in admissions, the process to be determined annually by the Committee.**

1.2. This committee is constituted under Article 100 of the Trust's Articles of Association.

1.3. In accordance with Article 101, these terms of reference will be reviewed annually.

2. Membership

2.1. The Trustees may appoint any of their number or non-Trustees as they see fit to form the membership of the committee. They may add additional members at any time.

2.2. No business of the committee can be transacted unless a majority of those present are Trustees.

2.3. A list of the current members of the committee are appended to these terms of reference

Trustees: Janet Gregory (Chair)
Robert Lamb (Vice-Chair)
Julie Hollis
Reverend John Rosedale

In addition, Mrs Natalie McSheffrey, the trust's Operations Director will also be a member of the committee.

2.4. The Trustees may remove any committee member, for any reason as they see fit, at any time.

3. Clerk

3.1. The Chief Executive shall ensure that administrative support shall be provided to the committee.

3.2. The Trust's Clerk shall be responsible for calling the meetings, preparing the agenda in consultation with the Chair and preparing and recording the minutes of the committee.

4. Committee Proceedings

4.1. The Trustees will appoint the Chair of the committee from the committee's membership. Only a committee member who consents to act may be appointed as Chair. The Chair will remain in office until removed by the Trustees.

4.2. In the absence of the Chair from a meeting any committee member present may preside over the meeting as its Chair with the consent of the other committee members in attendance.

4.3. A quorum for a meeting of the committee must be three members, with at least two being Trustees.

4.4. In the event that three members are not present at the time that the committee meeting has been duly called it shall be deemed to be adjourned and will be rearranged as soon as reasonably possible by the Clerk.

4.5. Committee members shall have no set term of office, save for Trustees who may only serve for as long as their term of office as a trustee is unexpired.

4.6. The committee will meet a minimum of twice in each academic year. In the event that the committee cannot meet for any reason within the period specified in this clause this does not invalidate any business transacted at any following meetings.

4.7. Notice of meetings will be given by the Clerk to the committee's members at least 7 calendar days before the meeting is to be held.

4.8. Meetings may be called on short notice if so required by the Chair of the committee so long as it is stated on the notice why it must be called without full notice.

4.9. The committee members may invite non-members to any of their meetings to provide them with information or assistance as they may require from time to time. The non-member will not be entitled to vote on any committee business to be transacted. If attendance of a non-member would incur a fee the Chair must obtain the prior written consent of the Chair of Trustees and notify the Chief Executive Officer.

4.10. Any voting on committee business shall be by way of a simple majority. The Clerk shall record all decisions taken within the minutes of the committee.

5. Amendment or revocation

5.1. The Trustees fully reserve their rights to amend, alter or revoke these terms of reference at any time and for any reason they so determine.