

Admissions Policy for
Our Lady Queen of Martyrs
Roman Catholic VA Primary School
City of York Council Local Authority
September 2013 – August 2014



Middlesbrough Diocese

We recognise the unique presence of Christ in each individual.
We provide a secure and supportive environment where the gifts of all are nurtured,
enabling us to live a fully human life,
reaching out to the wider community in loving care and respect,
inspired by the wisdom of Christ's teaching.

We believe that everyone is created as a child of God. As a Christian community we
try to live like Jesus and invite the Holy Spirit to guide us to:
Be kind and help each other; use our special gifts to the very best of our ability;
celebrate God in everyone and everything.

This Admissions Policy has been formally adopted by the Governing Body of the above Roman Catholic Primary School in City of York Council Local Authority.

Our Lady Queen of Martyrs Roman Catholic VA Primary School was founded by the Catholic Church to provide education for children of Catholic families, primarily for the parishes of Our Lady's and English Martyrs' York. The school is conducted by its Governing Body as part of the Catholic Church in accordance with its trust deed and instrument of government and seeks at all times to be a witness to Jesus Christ.

The Governing Body is the Admissions Authority and is responsible for determining the school's admission policy. The Planned admissions number for September 2013 is 60.

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The partner parishes are: St Aelred's, Tang Hall, YO31 0PN; St George's, Peel Street, YO1 9PZ; St Joseph's, Clifton, YO30 6JX; St Margaret Clitherow's, Haxby, YO32 3YJ; St Paulinus', Huntington, YO31 9AX and St Wilfrid's, High Petergate, YO1 7EN.

The Admissions Policy Criteria will be applied on an Equal Preference basis.

How and When to Apply

Applications must be made on the Local Authority Common Application Form. Parents applying to a Voluntary Aided Roman Catholic school should also complete the Supplementary Information Form. All forms must be returned by the closing date set by the Local Authority.

Late Applications

Any applications received after the closing date will be accepted but considered only after those received by the closing date.

Over Subscription Criteria

Children who have a statement of Special Educational Need which names our school will be admitted to the school.

Parents are asked to note that admission to the Nursery unit is no guarantee of entry into the main school.

Where there are insufficient places available to meet all parental preferences, priority will be given to applications in the following order.

1. Roman Catholic children who are in the care of a Local Authority.
2. Roman Catholic children with siblings at the school whose home address is within the parishes of Our Lady's and English Martyrs'.
3. Other Roman Catholic children whose home address is within the parishes of Our Lady's and English Martyrs'.
4. Roman Catholic children with siblings at the school resident in one of the partner parishes.
5. Other Roman Catholic children resident in one of the partner parishes.
6. Other children who are in the care of a Local Authority.
7. Other children with siblings at the school.
8. Children who are baptised or dedicated members of other Christian Churches as recognised by Churches Together in England (see note 4) resident in the parishes of Our Lady's and English Martyrs'.

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9. Children who are baptised or dedicated members of Christian Churches as recognised by Churches Together in England (see note 4) resident in one of the partner parishes.
10. Christians of other Faith traditions (not included in 8 and 9) resident in the parishes of Our Lady's and English Martyrs'.
11. Christians of other Faith traditions (not included in 8 and 9) resident in one of the partner parishes.
12. Any other children resident in the parishes of Our Lady's and English Martyrs'.
13. Any other children resident in one of the partner parishes

If applicants are seeking admission under criteria 8, 9, 10 and 11 above, they will be asked for a letter of support to confirm their church membership from their minister or Faith leader, or suitable equivalent.

Where the offer of places to all the applicants in any of the categories listed above would lead to over subscription the following provisions will be applied.

The Governing Body may increase the priority of an application within a category where evidence is provided **at the time of application** of an exceptional social, medical or pastoral need of the child which can most appropriately be met at this school supported by written evidence from an appropriate professional, such as a social worker, doctor or priest.

Tie Break

Where the offer of places to all the applicants in any of the sub-categories listed above would still lead to over subscription, the places up to the admission number will be offered to those living nearest to the school. Distance will be measured from the home address to the entrance of the school using the LA's computerised measuring system.

Application Procedures and Timetable

Applications must be submitted by **15 January 2013** as set by the Local Authority for entry in September 2012 to Our Lady Queen of Martyrs Roman Catholic Primary School. Parents will be advised of the outcome of their applications by **16 April 2013**. Unsuccessful applicants will be given reasons related to the over-subscription criteria listed above and advised of their right of appeal to an independent appeal panel.

Waiting Lists

In addition to their right of appeal, unsuccessful candidates will be offered the opportunity to be placed on a Waiting List. This Waiting List will be maintained in order of the above over-subscription criteria and not in the order in which applications are received or added to the list.

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Notes (these notes form part of the over-subscription criteria)

1. Definition of Children in the Care of a Local Authority

A child who is looked after by a Local Authority in accordance with Section 22 of the Children's Act 1989(b) at the time application for admission to the school is made and whom, the Local Authority can confirm, will still be looked after at the time of admission to the school.

2. Definition of a Roman Catholic

Children who have been baptised as Roman Catholics or have been formally received into the Roman Catholic Church. All applicants seeking admission under any of the criteria 1 to 9 will be asked to provide evidence that the child has been baptised as a Roman Catholic or has been received into the Roman Catholic Church. A baptismal certificate or a letter from their priest confirming their baptism or reception into the Roman Catholic Church will suffice.

3. Parish Boundaries

For the purposes of this policy, parish boundaries are as shown on a map provided by the Diocese. Distance will be measured from the home address to the entrance of the school using the LA's computerised measuring system. The Local Authority is constantly reviewing the nearest available safe walking routes, working closely with the Road Safety Team.

4. Definition of Siblings

Sibling refers to a brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.

5. Churches Together in England (See www.churches-together.org.uk for further details on membership)

The Baptist Union
British Antiochian Orthodox Church
Cherubim and Seraphim Council of Churches
The Church of England
Church of God Prophecy
Church of Scotland (in England)
Congregational Federation
Coptic Orthodox
Council of African and Caribbean Churches
Council of Oriental Orthodox Churches
Ichthus Christian Fellowship
Independent Methodist Churches
Joint Council for Anglo-Caribbean Churches
Lutheran Council of Great Britain
The Methodist Church
United Reform Church
Wesleyan Holiness Church

Agreed by the Governing Body on **28 November 2011**