



*Diocese of Middlesbrough*

## **Primary School Admission Policy for**



## **Our Lady Queen of Martyrs Roman Catholic VA Primary School**

**Within City of York Council Local Authority  
September 2018 – August 2019**

### **Mission Statement**

Living, loving, learning –  
Christ at the centre.

Living and walking with Jesus to promote the Catholic faith.

Loving and caring for all and worshipping God together.

Learning to use our gifts and talents for the greater glory of God and for the service of others.

Celebrating the Good News with our families, parishes and wider community

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 baptised Catholic children of primarily for the parishes of Our Lady's and English Martyrs' York. The school is run 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.

Whenever there are more applications than places available priority will always be given to Catholic applicants in accordance with the oversubscription criteria listed below.

In applying for a place at the school, parents or carers should familiarise themselves with the aims and ethos of this Catholic school.

The Governing Body is the Admissions Authority and is responsible for determining the school's Admissions Policy. The Planned admissions number for September 2018 is 60.

**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 are made aware that you must complete our published Supplementary Information Form (SIF) (Annex 3) as this is used to determine whether you are applying under a specific category. All forms must be returned by the closing date set by the Local Authority, failure to provide a Supplementary Information Form (SIF) could affect the category your application is placed in. Please note that it is the responsibility of the parent/carer to complete all forms and supply evidence – reminders will not be sent.

Children with an **Educational Health and Care Plan** which names our school in their plan will be admitted to the school

### **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**

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 'looked after' who are in the care of a Local Authority.
2. Roman Catholic children 'looked after' who were previously in the care of a Local Authority but ceased to be so because they became adopted or became subject to a residence or special guardianship order immediately having been looked after.
3. Roman Catholic children with siblings at the school whose home address is within the parishes of Our Lady's and English Martyrs'.
4. Other Roman Catholic children whose home address is within the parishes of Our Lady's and English Martyrs'.
5. Roman Catholic children of members of school staff who have been employed at the school for two or more years at the time at which the application for admission to the school is made.
6. Roman Catholic children with siblings at the school resident in one of the partner parishes.

7. Other Roman Catholic children resident in one of the partner parishes.
8. Other children 'looked after' who are in the care of a Local Authority.
9. Other children 'looked after' who were previously in the care of a Local Authority but ceased to be so because they became adopted or became subject to a residence or special guardianship order immediately having been looked after.
10. 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' with siblings at the school applying criteria 12 or 13.
11. Other children with siblings at the school.
12. 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'.
13. 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.
14. Other children of members of school staff who have been employed at the school for two or more years at the time at which the application for admission to the school was made.
15. Any other children resident in the parishes of Our Lady's and English Martyrs'.
16. Any other children resident in one of the partner parishes.

If applicants are seeking admission under criteria 10,12 or 13 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:**

### **Application Procedures and Timetable**

Applications must be submitted by **15 January 2018** as set by the Local Authority for entry in September 2016 to Our Lady Queen of Martyrs Roman Catholic Primary School. Parents will be advised of the outcome of their applications from **18 April 2018**. 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.

### **KEY DATES to be checked**

12 September 2017 Opening date for applications  
 15 January 2018 Deadline for applications  
 16 April 2018 Parent/carers notified of allocations  
 18 May 2018 Appeal forms to be returned if appealing  
 June-July 2018 Admission appeals to be heard

**Additional Notes (these notes form part of the over-subscription criteria)****1. Definition of a Roman Catholic**

Children, who, at the closing date of your application, 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 7 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.

**2. Definition of Children in the Care of a Local Authority**

A looked after child is a child who is (a) in the care of a Local Authority or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in section 22 (1) of the Children Act 1989)

**3. Definition of Siblings**

Sibling refers to 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 and is in attendance at the same school on the date of admission.

**4. Churches Together in England**

See website link below:

[http://www.cte.org.uk/Groups/234772/Home/Contacts/Member\\_Churches\\_list/Member\\_Churches\\_list.aspx](http://www.cte.org.uk/Groups/234772/Home/Contacts/Member_Churches_list/Member_Churches_list.aspx) -

Applicants seeking admission under criteria 10,12 or 13 above will be required to produce a baptismal certificate or a letter confirming their baptism which should be returned with your 'Supplementary Information Form'.

**5. Tie-breaker**

Where there are places available for some, but not all applicants within a particular criterion, distance from home address to the school entrance will be the deciding factor, Distance will be measured by the shortest walking route from the front door of the child's home address (including flats) to the main entrance of the school, using the Local Authority's computerised measuring system, with those living closer to the school receiving the higher priority. If the admission number is reached at the point at which the next applicant resides in a home equal distance from the last successful place(s) offered, the last place will be offered by drawing lots. When the application of this rule would lead to the separation of twins or multiple birth siblings, both (or all) will be admitted.

**6. Multiple Births**

For multiple births where only 1 place remains, infant classes will be allowed to exceed the statutory limit where the 31st child is a twin or from multiple births. The 'excepted pupil' will be allowed for the time in Key Stage 1 or until the class numbers fall back to current class size limit.

## **7. Right of Appeal**

Where a parent has been notified that a place is not available for a child, every effort will be made to help the parent to find a place in a suitable alternative school. Parents who are refused a place have a statutory right of appeal. Further details of the appeals process are available by writing to the Chair of Governors at the school address.

## **8. Home Address**

It is the parental permanent address which will be used in applying the admissions criteria. This means that, when stating your choice of school, you must give the parental/guardian address at the time of application. The addresses of childminders or other family members who may share in the care of your child should not be quoted as the home address.

Where the school asks for proof of residence at any given address, we will always request proof of tenancy (if renting), or proof of completion (if purchasing). We may also request proof of council tax payment to prove residence at the stated address, and if applicable, proof of ownership/tenancy at a previous address.

For families in the armed forces, where relocation is due to posting, we can accept a proof of posting as proof of residence in the area.

Where there is joint residence each case is considered on an individual basis. Please attach a covering note to your application if this is the case.

The school will ask the LA to check addresses against other records held by the City of York Council, in accordance with the authority's Data Protection Registration.

The school holds the parent/carer responsible to prove that they are ordinarily resident at the address. Additional information may be requested before places can be confirmed.

The school will withdraw the offer of a school place if an application is found to be fraudulent or intentionally misleading.

## **9. Waiting Lists**

If your child has been refused admission, a waiting list is available where priority will be given according to the above criteria based on the information provided at the time of application. The waiting list will be open until the end of the Autumn term 2018. 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.

## **10. Application Information**

It is very helpful to have an early indication of the number of children to be admitted to the Reception class in the following September. However, it must be stressed that formal written applications for admission must be made on the form provided by the Local Authority and they must be returned by the stated date. Places will then be allocated by strict application of the above criteria, with no reference to the date of application. Parents will be notified as to whether or not their child has been allocated a place from 18 April 2018.

### **11. Admission of a child outside their normal age group**

Parents may seek a place for their child outside of their normal age group, for example if the child is gifted and talented or has experienced problems such as ill health. In addition parents of a Summer born child (born between 1st April and 31st August) may choose not to send their child to school until the September following their 5th birthday and may request that they are admitted out of their normal age group – to reception rather than Year 1. If you wish to request admission of a child outside of their normal year group you must contact the school to discuss your request six weeks before the closing date of the admission period for your child's normal year group. If the school agrees to your request you must then make a new application as part of the main admissions round the following year, the application will be processed as normal and places will be allocated at the school according to the school's oversubscription criteria – previously agreed deferral does not guaranteed a place at the school the following year.

Parents should be aware that other admission authorities cannot be required to honour a decision made by another school or admissions authority on admission out of the normal age group. If a place is not available at the school that had agreed to the deferral request, other schools may insist the child is admitted to the correct year group.

Please note – the deferred application will be considered against all other applications for entry that year based upon a strict application of the admissions criteria and agreement to deferral does not automatically mean your child will be offered a place at school in that year.

### **12. Equal Preference**

Equal Preference essentially means that Admissions Authorities must categorise all children, according to their over-subscription criteria, as if they were all first preference. Once categorised, children will be offered places accordingly.

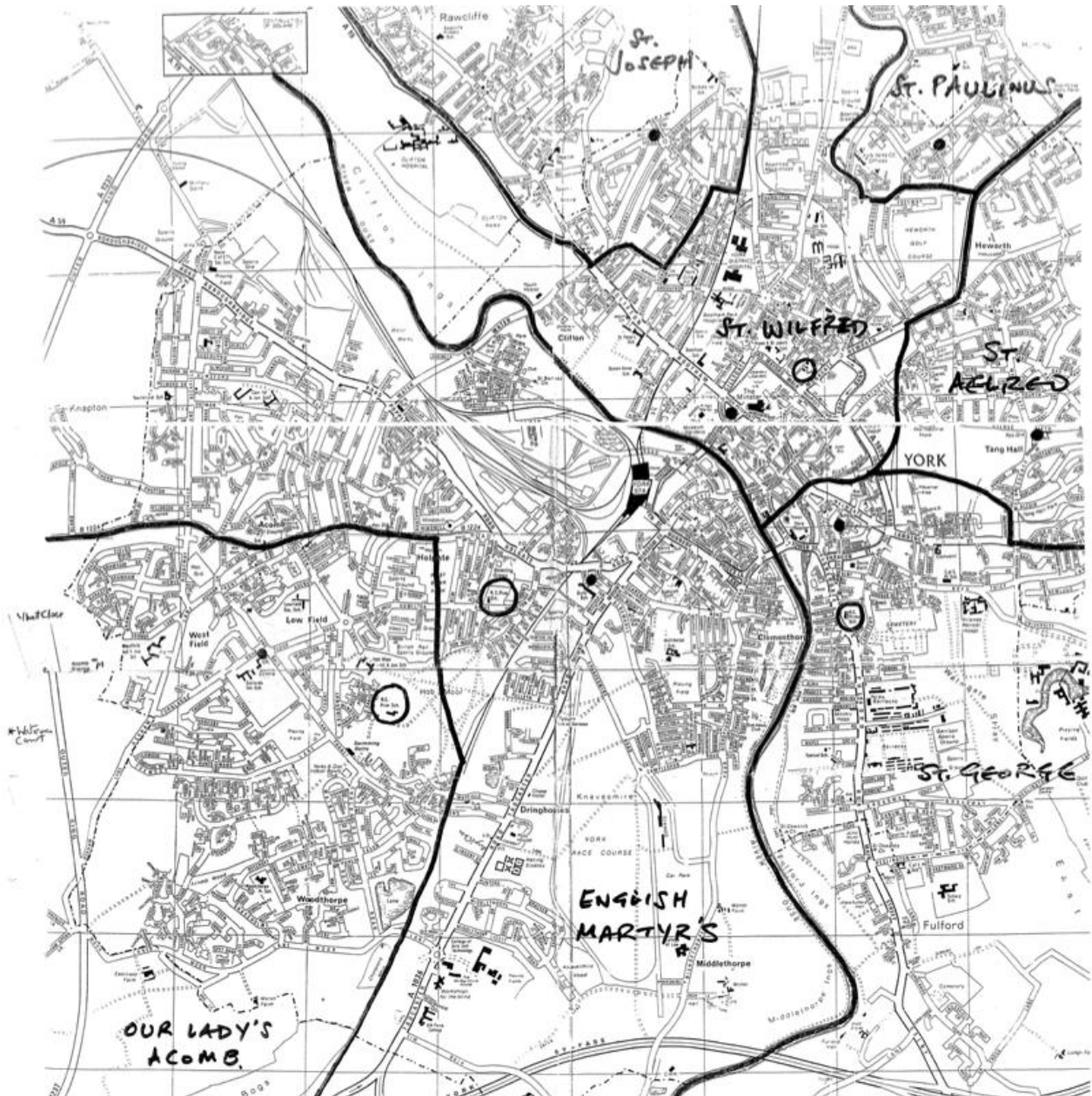
### **13. Parish Boundaries**

For the purposes of this policy, parish boundaries are as shown on a map provided by the Diocese. Distance will be measured from by the safest walking route from the home address to the school gate 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.

Agreed by Our Lady Queen of Martyrs Governors on 28 September 2016

Appendix 1

**Annex 1: Map of York Catholic Churches Parish Boundaries**



**Annex 2: Description of York Catholic Churches Parish Boundaries**PARISH OF YORK. ST WILFRED'S

Ordnance Map No. 92 &amp; 97

Follow Church of England Parish Boundaries when possible.

Railway Bridge Main Line, up the line to the Skelton Road, follow the centre of Skelton Road onto Skelton Crossroads. Follow the A.19 down to Water Lane, up Water Lane and edge of Sports Ground to Lunley Road, along Lunley Road to Burtonstone Lane, up Burtonstone Lane to Crichton Avenue onto the Railway Bridge, up the Railway Line to the Railway Crossing, up the Wigginton Road (B1363) to the Church of England Parish Boundary South of Sutton-on-Forrest, Eastwards on the Church of England Parish Boundary and Southwards on the Church of England Parish Boundary West of Strensall into the River Foss West of Towthorpe. Follow the River Foss downstream i.e., Southwards to the road Fossway. Follow the centre of the Fossway Eastwards to join the West End of Muncaster Gate, follow the centre of Muncaster Gate Eastwards to the A.64, follow the A.64 South Westwards into Heworth Green, across the Gas Works, Layerthorpe, North of Duke of York Street to the Electricity Generating Station, to Foss Bridge, Tower Street, to the Fire Station on the Ouse, up the Ouse to the main line Railway Bridge.



Parish of EASINGWOLD.

Ordnance Map No. 91,92, 97.

Follow Church of England Parish Boundaries when possible.

Start junction of Swale and Ure. Follow Swale North to Church of England *NORTH* Boundary of Brafferton. Follow C.of.E. Parish Boundary East between Thormanby and Carlton Husthwaite. Still Eastwards North Of Husthwaite and South Of Coxwold, North of Oulston to upper Foss Lake here leave Parish Boundary and go East upstream towards Yearsley. Follow Footpath to the road just West of Manor House Farm. Follow straight line from this point to the tumulus East of Intake Lodge and on to Dale Wood, upstream and follow parish Boundary of Yearsley and South of Cou lton, East of Scackleton, Southwards East of Whenby and still Southwards East of Farlington and East of Sutton on Forest. Now Westwards South of Sutton on Forest and South of Tollerton to follow River kyle into the Ouse and follow Ouse to the Ure and to the Swale.

Parish of YORK. ST. PAULINUS

Ordnance Map Nos. 92 and 97

Follow Church of England Parish Boundaries when possible.

Junction of Muncaster Gate and Malton Road, follow centre of Muncaster Gate Westwards and centre of Fossway North Westwards into the River Foss. Follow the River Foss upstream to point west of Towthorpe, then follow upstream the Church of England Parish Boundary on the tributary Beck until the Church of England Parish Boundary joins the Church of England Parish Boundary South-east of Sutton-on-Forrest. Then follow the Church of England Parish Boundary Northwards keeping West of Sheriff Hutton, East of Ferlington, East of Whenby, South of Terrington, East of Sheriff Hutton, West of Thornton-le-Clay, North of Flaxton to the A.64, and follow the A.64 South Westwards to the Junction with Muncaster Gate.

Parish of York St. Joseph.

Ordnance Map No. 97.

Follow Church of England Boundaries when possible.

Skelton Crossroads North up A19. to Hurns Bridge up the Beck on Parish Boundary to Road East of Skipton follow Parish Boundary eastwards on Sutton Forrest Parish Boundary to Road B.1363 South of Broad Oak follow this road Southwards to the Railway Bridge to Crickton Ave, to Burtonstone Lane to Lumley Road along the edge of the Sports Ground to Water Lane. Water Lane to A.19. up A19 to Skelton Crossroads.

Parish of York St. Aelred

Ordnance Map No.

Follow Church of England Parish Boundaries when possible.

Electricity Gen. Station at Tang Hall Beck South of Railway Line, across to Osbaldwick Beck, down Beck to a line between Abbotsford Road and Melrose Gate to the Hull Road (centre) (A.1079) Follow road to the River Derwent at Kexby, up the River Derwent to the Stamford Bridge Church of England Parish Boundary. Follow the Parish Boundary round Stamford Bridge to Flawith Beck, Flawith Beck back to the River Derwent, up to the Howsham Parish Boundary. Follow the Howsham Parish Boundary South of Barton -le- Willows to A.64. Follow A.64 back to Malton Road, Heworth Green and across the Gas Works at Mill Lane to Layerthorpe North of Duke of York Street across Hall Field Road to the Electricity Station.

## Annex 3

**OUR LADY QUEEN OF MARTYRS  
ROMAN CATHOLIC VOLUNTARY AIDED PRIMARY SCHOOL**

**SUPPLEMENTARY INFORMATION FORM**

Completion of this form does not constitute a formal application for a School place. For Reception admissions, a City of York Council Common Application form will be sent to parents by the School at the appropriate time. Failure to complete the Common Application Form at the appropriate time will mean that your application will not be considered.

**Please complete this form and return it to Our Lady Queen of Martyrs RC VA Primary School, Hamilton Drive, York, YO24 4JW with a copy of your child's Birth Certificate and Baptism Certificate (if appropriate) to support your application.**

CHILD'S LEGAL SURNAME	CHILD'S FORENAME(S)	CHOSEN NAME
-----------------------	---------------------	-------------

DATE OF BIRTH	MALE/FEMALE
---------------	-------------

COUNTRY OF BIRTH:	NATIONALITY:
-------------------	--------------

**Please enclose a copy of the child's Birth Certificate.**

HOME ADDRESS: .....
POSTCODE: ..... TELEPHONE NUMBER: .....
PLEASE STATE IF THIS ADDRESS IS PERMANENT OR TEMPORARY.....

RELIGION (Catholic, Church of England etc)	DATE & PLACE OF BAPTISM
--	-------------------------

**If your child is Baptised please enclose a copy of the child's Baptism Certificate.**

Please indicate the name and class of any other children in your household who are attending Our Lady Queen of Martyrs at present

Name	Class
Name	Class
Name	Class

<p><b>IN THE CARE OF A LOCAL AUTHORITY</b></p> <p>Is your child in the care of the Local Authority? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If Yes, please give brief details</p>
---

<p>Has your child previously been in the care of a Local Authority? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If Yes, please give brief details</p>
<p>Has your child been adopted from care? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If Yes, please give brief details</p>

<p><b>PARENTS OR GUARDIANS</b> - Please give full details of <b>all</b> persons who have <u>legal contact/parental responsibility</u></p> <p>TITLE &amp; SURNAME: ..... FORENAME: .....</p> <p>ADDRESS (if different from above) .....</p> <p>TELEPHONE NUMBER: ..... MOBILE NUMBER: .....</p> <p>EMAIL: ..... RELATIONSHIP TO STUDENT: .....</p> <p>TITLE &amp; SURNAME: ..... FORENAME: .....</p> <p>ADDRESS (if different from above) .....</p> <p>TELEPHONE NUMBER: ..... MOBILE NUMBER: .....</p> <p>EMAIL: ..... RELATIONSHIP TO STUDENT: .....</p>
---

<p><b>EMERGENCY CONTACT</b> (should parents be unavailable)</p> <p>TITLE &amp; SURNAME: ..... FORENAME: .....</p> <p>ADDRESS: .....</p> <p>TELEPHONE NUMBER: ..... MOBILE NUMBER: .....</p> <p>EMAIL: ..... RELATIONSHIP TO STUDENT: .....</p>
--

Parent's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Completion of this form does not guarantee a place at Our Lady Queen of Martyrs RC VA Primary School.**