

Admissions Policy for
Our Lady Queen of Martyrs
Roman Catholic VA Primary School
City of York Council Local Authority
September 2016 – August 2017



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 Admissions Policy. The planned admissions number for September 2016 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 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 or Education and Health Care Plan (EHCP) 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 ('children looked after' in public care).
2. Roman Catholic children who were previously in the care of a Local Authority and were adopted from care.
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 who are in the care of a Local Authority ('children looked after' in public care).
9. Other children who were previously in the care of a Local Authority and were adopted from care.
10. 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 is made.
11. Other Christian children with siblings at the school applying criteria 9, 10, 11 and 12.
12. Other children with siblings at the school.
13. 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'.
14. 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.
15. Christians of other Faith traditions (not included in 8 and 9) resident in the parishes of Our Lady's and English Martyrs'.
16. Christians of other Faith traditions (not included in 8 and 9) resident in one of the partner parishes.
17. Any other children resident in the parishes of Our Lady's and English Martyrs'.
18. 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:

Application Procedures and Timetable

Applications must be submitted by **15 January 2016** 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 2016**. 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

12 September 2015 Opening date for applications
 15 January 2016 Deadline for applications
 18 April 2016 Parent/carers notified of allocations
 15 May 2016 Appeal forms to be returned if appealing
 June-July 2016 Admission appeals to be heard

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

1. 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.

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

A 'looked after' child is a pupil who is in the care of a LA or provided with accommodation by that authority (For more in depth definitions see Section 22(1), Section 8, Section 14A of the Children's Act 1989 and Section 46 of the Adoption and Children Act 2002) at the time application for admission to the school is made and children who were previously looked after but ceased to be so because they were adopted from care.

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 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

5. Tie-breaker

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.

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 [in a straight line/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.

6. Multiple Births

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

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 a 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 2016. 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 2016.

11. 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.

12. Delayed Admissions

The school will consider delayed admissions in line with the Local Authority Policy for Delayed Admissions into Primary Schools – see Appendix 1.

Agreed by the Governing Body

Appendix 1



**Policy for Delayed Admissions into Primary School
(This is the LA template policy)**