

Annex J

Admissions Policy for
Our Lady Queen of Martyrs
Roman Catholic VA Primary School
City of York Council Local Authority
September 2014 – August 2015



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 2014 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 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 Christian children with siblings at the school applying criteria 9, 10, 11 and 12.

8. Other children with siblings at the school.
9. 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'.
10. 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.
11. Christians of other Faith traditions (not included in 8 and 9) resident in the parishes of Our Lady's and English Martyrs'.
12. Christians of other Faith traditions (not included in 8 and 9) resident in one of the partner parishes.
13. Any other children resident in the parishes of Our Lady's and English Martyrs'.
14. 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 2014** as set by the Local Authority for entry in September 2014 to Our Lady Queen of Martyrs Roman Catholic Primary School. Parents will be advised of the outcome of their applications by **16 April 2014**. 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 2013 Opening date for applications
15 January 2014 Deadline for applications
16 April 2014 Parent/carers notified of allocations
May 2014 Appeal forms to be returned if appealing
June-July 2014 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 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 children who were previously looked after but ceased to be so because they became adopted or became subject to a residence or special guardianship order or who are provided with accommodation by a local authority immediately following having been looked after.

3. 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.

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.

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 2014. 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 on 16 April 2014.

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.

Agreed by the Governing Body on **3 October 2012**

Admissions Policy for
Our Lady Queen of Martyrs
Roman Catholic VA Nursery Unit
City of York Council Local Authority
September 2014 – August 2015



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 Nursery Unit 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 Nursery 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 2014 is 52.

Admission to Nursery Unit located at Our Lady Queen of Martyrs Roman Catholic VA Primary School

Pupils will be admitted to the Nursery in the term following the pupil's third birthday. However, priority is given to pupils who are 4 years of age in the admitting year and if the Nursery has not reached its admission limit of 52, up to a maximum of two places will be reserved for a qualifying pupil (in category A) who is 4 years of age in the admitting year moving into the catchment area of Our Lady Queen of Martyrs Roman Catholic VA Primary School.

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 an Our Lady Queen of Martyrs Application Form, which is available from the school office. 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.

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.

Over Subscription Criteria

Nursery provision is non-statutory; where there are insufficient places available to meet all parental preferences, priority will be given to applications in the following order:

A. Pupils who are 4 yrs of age in the admitting year:

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 Christian children with siblings at the school applying criteria 9, 10, 11 and 12.
8. Other children with siblings at the school.
9. 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'.
10. 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.
11. Christians of other Faith traditions (not included in 8 and 9) resident in the parishes of Our Lady's and English Martyrs'.
12. Christians of other Faith traditions (not included in 8 and 9) resident in one of the partner parishes.
13. Any other children resident in the parishes of Our Lady's and English Martyrs'.
14. 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.

B. Pupils who are 3 years old in the term following their third birthday:

1 to 13 over-subscription criteria to be applied.

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.

Older pupils who are 3 years of age in the term following their birthday will increase the priority of an application within each category.

Application Procedures and Timetable

Applications must be submitted by **15 January 2014** for entry in September 2014 to Our Lady Queen of Martyrs Roman Catholic Primary School Nursery Unit. Parents will be advised of the outcome of their applications by **16 April 2014**. Unsuccessful applicants

will be given reasons related to the over-subscription criteria listed above and advised of their right of appeal to an independent appeals panel.

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 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 children who were previously looked after but ceased to be so because they became adopted or became subject to a residence or special guardianship order or who are provided with accommodation by a local authority immediately following having been looked after.

3. 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.

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.

6. Multiple Births

For multiple births where only one place remains, the school is not in a position to admit the remaining siblings beyond fifty two places due to the statutory limit on teacher pupil ratio.

7. Right of Appeal

Parents who are refused a place have a 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 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 nursery_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. 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 Nursery in the following September. 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 on 16 April 2014.

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.

Agreed by the Governing Body on **3 October 2012**