



Our Lady Queen of Martyrs Catholic
Primary School a member of the
Nicholas Postgate
Catholic Academy Trust
within City of York Local Authority
Admission Policy 2026-27

Date approved by Trust Board:	17 February 2025
Version:	01
Publication Scheme:	Local Schools' Websites
Next Review Date:	February 2026
Policy Owner:	Standards Officer: School Admissions

How and when to apply for Main Round entry into Reception to start September 2025	3
Late Applications	3
Oversubscription Criteria	3
Additional Notes	4
Tie-breaker	6
Right of Appeal	6
Home Address	6
Waiting Lists	6
Application Information	6
In-year applications for all Year Groups: Reception – Year 6	7
Questions about the Admissions process or availability of places	7
Contacts	7

Our Lady Queen of Martyrs Catholic Primary School was founded by the Catholic Church to provide education for baptised Catholic children. The school is run by the Board of Directors of Nicholas Postgate Catholic Academy Trust as part of the Catholic Church in accordance with its Trust Deed and Articles of Association and seeks at all times to be a witness to Jesus Christ.

All Main Round and In-year applications must be conducted in accordance with the September 2021 School Admissions Code and School Admission Appeals Code published 1st October 2022.

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

The Board of Directors of the Nicholas Postgate Catholic Academy Trust is the Admissions Authority and is responsible for determining the school's admissions policy. The operational implementation of the Admissions policy is delegated to the Governing Body of the school, although the Admissions Authority reserves the right to deal directly with admissions requests if and when deemed necessary.

The planned admission number for September 2026 is 60.

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

How and when to apply for Main Round entry into Reception to start September 2026

Applications must be made on the Local Authority Common Application Form. Parents applying to a Catholic School should also complete the Supplementary Information Form (SIF) as if the school is oversubscribed; the information contained within the SIF will allow the Board of Directors to identify which over subscription criteria your application is to be considered against. 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 following formal consultation 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.

Oversubscription 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:

(First priority in each category will be given to siblings (see note 3) that is, children who will have older brothers or sisters attending the school in September 2026).

1. Catholic 'looked after children' or children who were previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order 91 including those who appear [to the admission authority] to have been in state care outside of England and ceased to be in state care as a result of being adopted. 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).
2. Catholic children whose home address is within the parish boundaries of Our Lady's, York and English Martyrs, York.
3. Catholic children of members of school staff who have been employed at the school or its predecessor school for two or more years at the time at which the application for admission to the academy is made.
4. Other Catholic children.
5. Other 'looked after children' or children who were previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order⁹¹ including those who appear [to the admission authority] to have been in state care outside of England and ceased to be in state care as a result of being adopted. 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).
6. Other children of members of school staff who have been employed at the school or its predecessor school for two or more years at the time at which the application for admission to the academy is made.
7. Children from other Christian denominations. (see additional notes 2)
8. Other children.

Additional Notes

1. Definition of Catholic

Children who have been baptised as Catholics or have been formally received into the Catholic Church. All applicants seeking admission under any of criteria 1 to 4 will be asked to provide evidence that the child has been baptised as a Catholic or has been received into the Catholic Church. A baptismal certificate or a letter from their priest confirming their baptism or reception into the Catholic Church will suffice.

2. Definition of children of other Christian denominations.

“Children of other Christian denominations” means: children who belong to other churches and ecclesial communities which, acknowledging God’s revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God’s will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is his body; and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above.

All members of Churches Together in England and of CYTŪN are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis. All applicants seeking admission under any of criteria 7 will be asked to provide evidence that they are members of another Christian denomination. A baptismal certificate or a letter from their religious leader will suffice.

3. Definition of Sibling

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. 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.

5. 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 a parent wishes to request admission of a child outside of their normal year group you must contact the school to discuss your request with the Headteacher at least four weeks before the closing date of the admission period for your child's normal year group. The Headteacher will then discuss the request with a representative of the Admissions Authority. If the admissions authority agrees to a parents request, they will receive confirmation in writing. A parent should submit an application in the application window, as part of the Local Authority standard application process, for the deferred year in which they wish their child to be admitted to the school with the accompanying support letter from the Headteacher. Please note that when a child educated outside of their normal age group school year transfers to secondary school, there is no guarantee that the secondary school will agree to allow education outside of the normal age group to continue.

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 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.

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 or academy. Parents who

are refused a place have a statutory right of appeal. Further details of the appeals process are available by emailing: admissions@npcat.org.uk

Home Address

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

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 or as agreed and operated by your school.

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 returned to them 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 according to the published Local Authority timetable.

In-year applications for all Year Groups: Reception – Year 6

If parents wish for their child to obtain a place at the school in any year group at any point after the 2026/27 academic year has commenced, they should apply using the relevant Local Authority In-year admissions application form. Verbal or written requests direct to school cannot be accepted as official applications.

Once a school receives an official application through the Local Authority, they will determine whether or not the child can be offered a place. The decision whether a place can be offered or not will be communicated to parents via letter from the Local Authority.

If a place is not offered then parents have their statutory right of appeal. The reasons for appeal should be written in a letter addressed to the Chair of Governors of the school and be posted or delivered to the school reception.

Questions about the Admissions process or availability of places

If parents have any questions about the admissions process or wish to obtain information on which NPCAT schools have places available, they can contact a NPCAT Standards Officer through the link on the NPCAT website.

Contacts

For advice on the content of this policy, please contact:

Mr John O'Boyle
Standards Officer for Admissions and Exclusions
Nicholas Postgate Catholic Academy Trust
Postgate House
Saltersgill Avenue
Middlesbrough
TS4 3JP

Email: admissions@npcat.org.uk

Tel: 01642 529200