

Respective Functions of the Board of Governors

The Board of Governors delegates the management of admissions to the Principal. The Board of Governors will apply the admissions criteria in the event of the school being over-subscribed.

Open Afternoon – Thursday 14th December 2023 Prospective Nursery and Primary one parents only – please see social media and Seesaw for further details.

Admissions Criteria

During the admissions procedure when applying the criteria punctual applications will be considered before late applications are considered. The application procedure opens on 9 January 2024 at 12noon (GMT) and an application submitted by the closing date of 26 January 2024 at 12noon (GMT) will be treated as a punctual application. An application received after 12noon (GMT) on 26 January 2024 and up to 4 pm on 31 January 2024 will be treated as a late application, this is also the last date and time for processing a change of preference in exceptional circumstances. After 4 pm on 31 January 2024 no applications will be processed until after the close of procedure on 25 April 2024.

Only children of compulsory school age will be considered for admission.

Priority will be given to children who will have attained compulsory school age at the time of their proposed admission, including those children whose parents deferred their admission to primary school in September 2023 as defined by the new School Age (NI) Act (both groups to be treated equally).

Priority will be given to children resident in Northern Ireland at the time of their proposed admission to the school before those who are not so resident.

NB: Applicants should note that they may be required to provide documents verifying their address.

Year 1 Intake

If the school is over-subscribed, pupils who are of compulsory school age will be admitted according to the criteria below, applied in order:

- 1 Preference will be given to brother(s)/sister(s)* of children currently enrolled at the school or will be enrolled in September 2024.
- 2 Preference will be given to all children whose normal home address is in the Kilcooley, Birch, Clandeboye Heights, Meadowvale and Rathgael general housing areas.
- 3 Looked after children (LAC), defined by the Children NI Order 1995 as children who are in the care of a Trust or who are provided with accommodation by the Trust.

Supplementary Criteria

In the event of continued over-subscription in any of the above criteria, preference will be given to children on the following basis.

Children will be selected for admission on the basis of initial letter(s) of surname (as entered on Birth Certificate) in the order set out below:

Admissions criteria for entry September 2024

This order was determined by random selection of letters.

C P E R J Mac G Z D H M W X I S T V O L K Y A B U Q M c N F

In the event of surnames beginning with the same initial letter the subsequent letters of the surname will be used in alphabetical order. In the event of two identical surnames the alphabetical order of the initials of the forenames will be used.

* 'brother(s)/sister(s)' includes all children permanently sharing a common home.

When considering which children should be selected for admission, the Board of Governors will only take into account information which is detailed on the application or provided directly to the school. Parents/Guardians should therefore ensure that all information pertaining to their child and relevant to the school's admissions criteria is stated on the application or provided directly to the first preference school. Examples of such information include whether the child has brothers/sisters attending the school, or is the eldest child in the family.

Duty to Verify

The Board of Governors reserves the right to require such supplementary evidence as it may determine to support or verify information on any application.

If the requested evidence is not provided to the Board of Governors by the deadline given, this will result in the withdrawal of an offer of a place. Similarly, if information is supplied which appears to be false or misleading in any material way, the offer of a place will be withdrawn.

Waiting List Policy

This Policy is available from the school.

Admission to Y1 - after the beginning of the school year

Criteria as above.

Y2-Y7 Intake

Criteria as 1, 2, and 3 and supplementary criterion above.

| APPLICATIONS AND ADMISSIONS TO PRIMARY 1 | | |
|--|--------------------|------------------|
| Year | Total Applications | Total Admissions |
| 2021/2022 | 22 | 21 |
| 2022/2023 | 16 | 16 |
| 2023/2024 | 20 | 20 |