**ADMISSIONS CRITERIA**

DETAILS OF THE RESPECTIVE FUNCTIONS OF THE BOARD OF GOVERNORS AND THE PRINCIPAL IN RELATION TO ADMISSION TO THE SCHOOL

The Principal will consider all applications in the light of published criteria, but any decisions will be subject to approval by the Board of Governors.

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.

ADMISSIONS CRITERIA TO BE USED IN THE EVENT OF THE SCHOOL BEING OVERSUBSCRIBED. THE CRITERIA ARE LISTED IN ORDER OF PRIORITY.

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.

Children who are not of compulsory school age will only be selected for admission after all children of compulsory school age have been allocated a place.

1. Children who have a brother or sister currently enrolled, or had a brother or sister formerly enrolled in the school.

2. Children who are the first child of the family to attend a mainstream primary school.

3. Children who live closest to the school, measured by QSNI linear distance calculator, from their permanent home address to the main school entrance.

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 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 school.

ADMISSIONS CRITERIA FOR RECEPTION

Children who are four years of age after 1st July, may be admitted to Reception in chronological order of them reaching their fourth birthday (with priority being given to the eldest child), provided that their admission would not cause the school to exceed its admission and enrolment number.

(Criteria 1 – 3 will also apply to Reception children where required)

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

Should a vacancy arise after placement letters have been issued, all applications for year 1 that were initially refused, new applications, late applications and applications where new information has been provided, will be treated equally and published criteria applied. This waiting list will be in place until the end of the academic year. The school will contact parents, in writing, if a child gains a place in the school by this method. Your child’s name will automatically be added to the list. Parents should contact the school if they wish for their child’s name to be removed from this list.

ADMISSIONS TO P2-P7

Pupils will be admitted to P2-P7 provided their admission does not lead to the enrolment number being exceeded. The same admissions criteria will be applied as for admission to P1.

Applications and Admissions to Primary 1 including Reception