

St Mary's Primary School
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Maintained Primary School

Enrolment No: 182

Admissions No: 26

PRINCIPAL: Mrs. P Kelly

CHAIR OF BOARD OF GOVERNORS: Mr E Casey

RESPECTIVE FUNCTIONS OF THE BOARD OF GOVERNORS AND PRINCIPAL IN RELATION TO ADMISSIONS.

The Board of Governors have delegated to an Admissions Sub-Committee the task of selecting pupils for admission. The Sub-Committee consists of the Principal and three other Governors.

ADMISSIONS CRITERIA – YEAR 1

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.

- 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.

The Board of Governors for St Mary's Primary School, Newtownbutler, has determined that the following criteria will be applied, in the order set down, in the event of the number of pupils applying for admission to Year 1 in September being greater than the admissions number. Priority will be given to children normally resident in Northern Ireland.

Priority will be given, in the application of each criterion, to pupils regarded by the Board of Governors, on the basis of supporting evidence from parents and/or Statutory Agencies, as having special circumstances, (ie medical, social, security).

- 1 Children of compulsory school age who normally reside in the Parish of Galloon.
- 2 Children who have siblings currently enrolled in the school or are the eldest child (defined as a child who at the date of application, is the eldest child of the family to be eligible to apply for admission to the school). Twins who are the 1st child/ren will be considered as joint eldest.
- 3 Children whose siblings and/or parents have previously attended the school
- 4 Children whose parent/guardian is presently a permanent member of the teaching/ancillary/auxiliary staff.
- 5 Children who have selected St Mary's as their first preference school.
- 6 Other children of compulsory school age.

If the school is over-subscribed after the application of the above criteria, selection will be on the basis of Initial letters of surname (as entered on the birth certificate) in the order set out below:

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

Admissions criteria for entry September 2024

This order was determined by random selection. 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 forename (as entered on the birth certificate) will be used.

YEAR 1 ADMISSIONS – AFTER THE BEGINNING OF THE SCHOOL YEAR

Children who apply to enter the school during the academic year will be considered using the same criteria as for Year 1.

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 admission to Primary 1 that were initially refused, new applications, late applications and applications where new information has been provided will be treated equally and the 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. A child's name will be automatically added to the list. Parents should contact the school if they wish for their child to be removed from the list.

ADMISSIONS CRITERIA – YEARS 2-7

The following criteria will be applied, in the order set down below, to all pupils seeking admission to Years 2 to 7. However, the school shall not cause or admit the number of registered pupils to exceed the school's enrolment number as determined by the Department of Education.

- 1 Pupils for whom their admission would not, in the opinion of the Board of Governors, prejudice the efficient use of the school's resources.

If there are more applicants applying than places available, then the Criteria for Year 1 will be applied.

Applications and Admissions to Primary 1		
Year	Total	Total Admissions
2021/2022	32	31
2022/2023	31	27
2023/2024	27	26