

12 Courtenay Hill, Newry, Co Down, BT34 2EA
Phone: (028) 3026 2175

Maintained Primary School

Enrolment Number: 436

Admissions Number: 62

PRINCIPAL: Mrs M Monaghan, MEd, PQH (NI)

**CHAIR OF BOARD OF GOVERNORS: Rev Canon
Francis Brown**

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

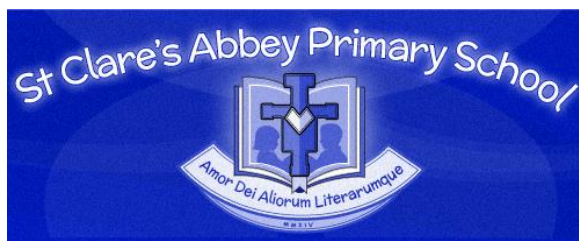
The Board of Governors draws up the admissions criteria and delegates to an Admissions Sub-Committee, which includes the Principal, the responsibility for applying these criteria. Any reference herein to the term the Board of Governors includes any Sub-Committee appointed by the Board of Governors for the purposes of applying the admissions criteria set out herein.

ADMISSIONS CRITERIA

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 form. Parents should therefore ensure that all information pertaining to their child and relevant to the School's Admissions criteria is stated on the application form.

The Board of Governors will apply the following criteria in the order indicated to determine which children should be admitted.

1. Children of compulsory school age *A Birth Certificate is required with application form to verify the age of the child*
2. Children who are regarded by the Board of Governors as having special circumstances (social, medical or security). The special circumstances must be made known at the time of application. Any application to be considered under this criterion must be clearly identified using the term "special circumstances". It must provide names and addresses of statutory bodies from whom the Board of Governors reserve the right to seek confirmation of the existence of special circumstances.
3. Children who, at the date of the application, have sister/ brother (including half sister / half brother, foster sister/foster brother, step sister/step brother or adopted) presently enrolled in the school.
4. Children whose parent(s)/guardian(s)/ grandparent(s) is currently a member of the school staff (full time or part time position) or one of the school governors.
5. Children whose parent(s)/ guardian(s) / sister/ brother, half sister/ half brother, foster sister/ foster brother, step sister / step brother are past pupils of St Clare's Convent PS or St Colman's Abbey PS.



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6. Children whose grandparents/ aunts/ uncles are past pupils of St Clare's Convent PS or St Colman's Abbey PS.
7. Children who have attended the Nursery Classes of the school.
8. The remaining places will be allocated on the basis of the proximity of the children's home to the school as measured by Google Maps UK. Priority will be given to those living nearest to the school. Home is the child's permanent place of residence. It is not a child minder or relatives address. * Applicants should note that they may be required to produce documents verifying their address. *
9. If the final places to be allocated have identical measurements as identified by Google Maps UK selection will be based on a 'random selection tie breaker' which will be capable of leaving a clear audit trail (eg computerised random selection).

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 form.

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

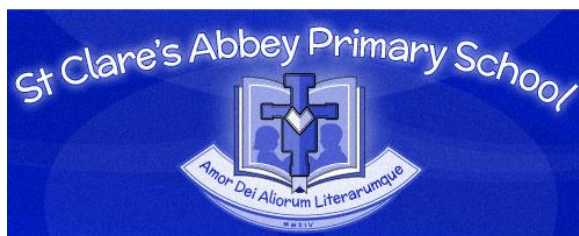
Should a vacancy arise in any primary, all applications for admission to those primaries that were initially refused, new applications, late applications and applications where information has been provided will be treated in accordance with the criteria published in this policy. The waiting list will be in place until 30th June 2016. Please notify the school in writing of your wish to have your child's name added to our waiting list. The school will contact you if your child gains a place by this method.

ADMISSION TO P2-P7

The Board of Governors will consider admitting a pupil into these primaries provided that:

1. The enrolment number would not be exceeded.
2. The admission would not, in the Board of Governor's opinion prejudice the efficient use of the school's resources.

The Board of Governors has determined that the following criteria shall be applied in the given order to all pupils seeking admission into P2-P7.



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1. Children who are regarded by the Board of Governors as having special circumstances (social, medical or security). The special circumstances must be made known at the time of application. Any application to be considered under this criterion must be clearly identified using the term 'special circumstances'. It must provide names and addresses of statutory bodies from whom the Board of Governors reserve the right to seek confirmation of the existence of special circumstances.
2. Children who, at the date of application, have sister/brother (including half sister/ half brother, foster sister/ foster brother, step sister/ step brother or adopted) presently enrolled in the school.
3. Children whose parent(s)/ guardian(s)/ grandparent(s) is currently a member of the school staff (full time or part time position) or one of the governors.
4. Children whose parent(s)/ guardian(s) / sister/ brother, half sister/ half brother, foster sister/ foster brother, step sister / step brother are past pupils of St Clare's Convent PS or St Colman's Abbey PS.
5. Children whose grandparents/ aunts/ uncles are past pupils of St Clare's Convent PS or St Colman's Abbey PS.
6. Children who have attended the Nursery classes of the school.
7. The remaining places will be allocated on the basis of the proximity of the children's home to the school as measured by Google Maps UK. Priority will be given to those living nearest to the school. Home is the child's permanent place of residence. It is not a child minder or relative's address. * Applicants should note that they may be required to produce documents verifying their address. *
8. If the final places to be allocated have identical measurements as identified on Google Maps UK selection will be based on a 'random selection tie breaker' which will be capable of leaving a clear audit trail (eg computerised random selection).

When considering which children should be selected for admission, the Board of Governors will only take into account information which is detailed on or attached to the application form. Parents should therefore ensure that all information pertaining to their child and relevant to their child's admission criteria is stated on the child's application form or attached to it.

APPLICATIONS AND ADMISSIONS TO PRIMARY 1		
Year	Total Applications	Total Admissions
2014/2015	78	78
2015/2016	69	67