

**St Clare's Abbey Primary School**  
12 Courtenay Hill  
Newry  
BT34 2EA

**Maintained Primary School**

**Enrolment Number: 436**

**Admissions Number: 62**

**Telephone No: (028) 3026 2175**  
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**PRINCIPAL: Mrs M Monaghan, MEd, PQH (NI)**  
**CHAIR OF BOARD OF GOVERNORS: Mr Shane Comer**

### ***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 on line. Documentation submitted in support of your application should be provided directly to the school of first preference. Birth Certificates continue to be required for all applicants and should also be provided directly to the first preference school prior to the deadline.

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\*. The original Birth Certificate must be sent by the parent directly to the provider of first preference.
2. Children who are regarded by the Board of Governors as having special circumstances (social, medical, security or 'Looked After Children'). 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) reside in the Parish of Newry.
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 Abbey Primary School.
6. Children whose grandparents are past pupils of St Clare's Abbey Primary School.
7. Children who have attended the Nursery Classes of the school.
8. Children whose parent(s)/guardian(s)/ grandparent(s) is currently a permanent member of the school staff (full time or part time position).
9. The remaining places will be allocated on the basis of initial letter of the surname in the order set out below. The surname used will be as registered on the child's Birth Certificate or as subsequently legally changed and documented

**NYKPCBJQUARODWVHIZSLTXEMGF**

The order was determined by a randomised selection of letters of the alphabet and will change each year.

### ***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 30<sup>th</sup> June 2019. 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.

1. Children who are regarded by the Board of Governors as having special circumstances (social, medical, security or 'Looked After'). 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 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.
3. Children whose parent(s)/guardian(s) reside in the Parish of Newry.
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 Abbey Primary School.
5. Children whose grandparents are past pupils of St Clare's Abbey Primary School.
6. Children who have attended the Nursery Classes of the school.
7. Children whose parent(s)/guardian(s)/ grandparent(s) is currently a permanent member of the school staff (full time or part time position).
8. The remaining places will be allocated on the basis of a 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.

<b>APPLICATIONS AND ADMISSIONS TO PRIMARY 1</b>		
<b>Year</b>	<b>Total Applications</b>	<b>Total Admissions</b>
<b>2015/2016</b>	<b>69</b>	<b>67</b>
<b>2016/2017</b>	<b>72</b>	<b>67</b>
<b>2017/2018</b>	<b>76</b>	<b>67</b>