

Orritor Primary School
249 Orritor Road
Cookstown
BT80 9NE

Controlled Primary School

Enrolment Number: 203
Admissions Number: 28

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PRINCIPAL: Mr I Cheevers
Chair OF BOARD OF GOVERNORS: Vacant

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 the Principal, the responsibility for applying these criteria. Any reference herein to the term the Board of Governors includes the Principal appointed by the Board of Governors for the purposes of applying the admissions criteria.

OPEN AFTERNOONS: Wednesday 4th and Thursday 5th December 2024; booking can be made through our school website at the beginning of November.

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 10 January 2025 at 12noon (GMT) and an application submitted by the closing date of 24 January 2025 at 12noon (GMT) will be treated as a punctual application. An application received after 12noon (GMT) on 24 January 2025 and up to 4 pm on 29 January 2025 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 29 January 2025 no applications will be processed until after the close of procedure on 9 April 2025.

COMPULSORY SCHOOL AGE

Any child who reaches their 4th Birthday on or before 1st July 2025 is of Compulsory School Age. Under the School Age (NI) Act which became law in Northern Ireland in April 2022, 'compulsory school age' also includes those children who deferred commencing Primary 1 in September 2024 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.

Please note: The indication of a preference for this school is an acknowledgement that parents accept and agree to abide by, the philosophy, ethos, policies and discipline procedures of the school.

The Principal will apply the following criteria in the order indicated to identify which children should be admitted, either at initial admission to education P1, or on transfer from another school.

1. Children who are presently or were previously enrolled in Orritor Primary School Nursery Unit.
2. Children who will have brothers or sisters in attendance in the school during the 2024/2025 school year.
3. Children whose brothers and sisters previously attended the school.
4. Children for whom the school is the controlled primary school nearest their home by road, determined using Google Maps.
5. Children with special circumstances (social, medical or other problems) that necessitate admission to Orritor Primary School rather than any other primary school. The special circumstances must be made known at the time of application, preferably in writing, and should be personal to the child and must be supported by independent and appropriate documentation, providing evidence of the circumstances being described as being exceptional. The Board of Governors reserves the right to seek confirmation of the special circumstances from a statutory body.

TIE BREAKER

The remaining places will be allocated on the basis of priority being given to those living nearest to the school. Distance will be measured as ‘the crow flies’ using Google Maps measurement tool. If 2 or more children live the same distance from the school, priority will be given on the basis of the initial letter and each letter thereafter of the child’s surname, as given on the child’s birth certificate. In the event of two identical surnames, the random selection order will be used on the initial letter of the child’s forename and each letter thereafter. The letters given below will change each year and are generated using a random online letter generator.

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

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.

To enable the Board of Governors to verify addresses, all applicants **may** be required to provide **any two of the following four documents:**

- a) a bank or building society statement which shows the address at which the child is resident;
- b) a utility bill (e.g. electricity, gas, Television License, telephone) which shows the address at which the child is resident;
- c) a letter awarding Child Benefit to the child or another letter relating to this benefit;
- d) the child’s Medical Card.

These documents are not required with the original application – parents will be informed if and when needed. This is in addition to the standard requirement to provide a Birth Certificate in order to verify the age of the child.

WAITING LIST POLICY

In the event of the school being oversubscribed, a waiting list will operate. Should a place become vacant after the beginning of the school year, priority will be given to;

- Children who applied to the school in the first instance and been unsuccessful due to admission numbers having been filled.

The normal criteria and sub criteria will then be used to prioritise these admissions.

ADMISSION TO P2 – P7

Admission to P2 to P7 is subject to the enrolment number not being exceeded and to any admission not being prejudicial to the efficient use of resources.

| Applications and Admissions to Primary 1 | | |
|--|--------------------|------------------|
| Year | Total Applications | Total Admissions |
| 2022/2023 | 29 | 29 |
| 2023/2024 | 27 | 27 |
| 2024/2025 | 25 | 24 |