

Orchard County Primary School
65 Blackisland Road
Portadown
Craigavon
BT62 1NH

Controlled Primary School

Enrolment Number: 145
Admissions Number: 21

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PRINCIPAL: Mrs J McMillan B Ed (Hons)
CHAIR OF BOARD OF GOVERNORS: Mr K Twyble, BA

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.

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 7 January 2021 at 12 noon (GMT) and an application submitted by the closing date of 29 January 2021 at 12 noon (GMT) will be treated as a punctual application. An application received after 12noon (GMT) on 29 January 2021 will be treated as a late application.

Priority will be given to children who will have attained compulsory school age at the time of their proposed admission, over those who will have attained compulsory school age at the time of their proposed admission.

In selecting children for admission, children resident in Northern Ireland at the time of their proposed admission will be selected for admission to the school before any child not so resident.

NB: Parents should note that it is their responsibility to ensure that any information relevant to the school's admissions criteria is included on, or with, the application, or provided to the first preference school.

In the event of oversubscription, children will be selected for admission by applying the following criteria, in the order stated below:-

- 1 Children with a brother/sister (half-brother/sister, including those fostered and adopted) currently in attendance at Orchard County PS.
- 2 Children whose brothers and sisters (half-brother/sister, including those fostered and adopted) previously attended Orchard County PS.
- 3 Children of permanent employees at the school.
- 4 Children for whom Orchard County PS is listed as their first preference.
- 5 The remaining places will be allocated on the basis of the proximity of the child's home to the school. Priority being given to those living nearest to the school using the OSNI Linear Distance Measuring Tool.

Criterion 5 will also be used as a deciding factor should oversubscription occur within any criterion.

DUTY TO VERIFY

The Board of Governors will require supplementary evidence to verify a child's address at the time of application. Please provide the school one document from **(a)** and one from **(b)**:

- a) a utility bill (electric, gas, TV licence, telephone) or a bank/building society statement showing the address at which the child is resident
- b) a child's medical card/letter or a child benefit letter showing the address at which the child is resident

Other documents equally capable of verifying the child's address will be considered at the discretion of the Board of Governors.

Admissions criteria for entry September 2021

This is in addition to the standard requirement to provide a birth certificate in order to demonstrate whether or not a child is of compulsory school age.

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

When all places have been allocated a waiting list of unsuccessful applicants will be kept on record. Late applications will be placed at the bottom of the waiting list in date/time order as they were received.

The school will contact you if your child gains a place in the school by this method. Your child's name will be automatically added to the list. Please contact the school if you wish your child's name to be removed from the list.

ADMISSION TO P2-P7

- The above criteria will also be used for applications for P2-P7
- Requests for places will be considered provided that the admission number and/or total enrolment has not been reached and that the additional enrolments will not significantly increase individual class numbers or exceed DE/EA guidance on class sizes.

APPLICATIONS AND ADMISSIONS TO PRIMARY 1		
Year	Total Applications	Total Admissions
2018/2019	23	23
2019/2020	16	16
2020/2021	14	14