



# **CASTLEDAWSON PRIMARY SCHOOL**

## **Admissions Policy** **(For Admissions in September 2021)**



# PRIMARY SCHOOL

Castledawson Primary School  
72 Main Street  
Castledawson  
BT45 8AB

Principal: *Mrs M McCusker*

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## Controlled Primary School

Enrolment Number: 145

Admissions Number: 21

PRINCIPAL: Mrs M McCusker, BEd (Hons), PQH NI

CHAIR OF BOARD OF GOVERNORS: Mr P Lennox

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

The Board of Governors will establish and maintain a list of admissions criteria.

The Principal will apply these criteria, if required, to bring the proposed admission number within the parameters set by the Department of Education.

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 the school's admissions criteria is stated on the application form or attached to it.

### **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 12noon (GMT) and an application submitted by the closing date of 29<sup>th</sup> January 2021 at 12noon (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 not 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.

**Admissions criteria to be used in the event of the school being oversubscribed. The criteria are listed in order of priority.**

1. Children with a sibling attending the school.
2. Children whose parent(s)/guardian(s)/ grandparent(s) are currently a member of the school staff (full time or part time position) or one of the school governors.
3. Children whose parent(s)/ guardian(s) / sister/ brother, half -sister/ half -brother, foster sister/ foster brother, stepsister / stepbrother are past pupils of Castledawson Primary School.
4. The distance a child lives from the school. This will be measured by public road from the front gate of the school to the child's home address.

#### **DUTY TO VERIFY**

Applicants should note that they may be required to produce documents verifying their address or other information pertaining to the school's admission criteria. Documentation submitted in support of your application should be provided directly to the school of first preference. Birth certificate will be required for all applicants and should also be provided directly to first preference school. Original documents will be required; facsimiles or photocopies are not acceptable.

The provision of false or incorrect information or the failure to provide verifiable documents may result in either withdrawal of place or the inability of the school to offer a place.

#### **WAITING LIST POLICY**

The school does not maintain a Waiting List Policy.

#### **ADMISSION TO P2 – P7**

Pupils will be admitted to P2-P7 in accordance with the preference of their parents provided their admission does not lead to the enrolment number being exceeded. In the event of over-subscription, the same admissions criteria will be applied as for admission to P1.

<b>Applications and Admissions to Primary 1</b>		
<b>Year</b>	<b>Total Applications</b>	<b>Total Admissions</b>
2017/2018	16	16
2018/2019	14	14
2019/2020	23	23
2020/2021	23	23

\*This does not include children admitted during the year

