

---

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

The Board of Governors draw up and approve the admissions criteria and then delegate the admissions process to a Sub-Committee of the Board of Governors or to the Principal who reports to the Sub-Committee.

### **ADMISSIONS CRITERIA**

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

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

- 1 Children who reside in the Parish of Annaclone, (as detailed on the Parish Boundary Map), All Saints, Ballela or The Corbet or for whom St Colman's PS Annaclone is the nearest school and who have listed St Colman's Primary School as their first preference.
- 2 Children who have brothers/sisters /half-siblings/foster or step-siblings attending the school/nursery.
- 3 Children who have attended All Saint's Nursery Unit and list St Colman's PS as their first preference.
- 4 Children who are the eldest or only child in the family.
- 5 Children of families with exceptional circumstances (social, emotional, physical, medical or security) that necessitate admission to St Colman's Primary School (**the Board of Governors have a duty to verify any claim under this criterion therefore exceptional circumstances must be made in writing and must include written evidence e.g. from a GP, social worker etc. and attached to the application form at the time of submission. The acceptance of the exceptional circumstances is at the discretion of the Board of Governors**).
- 6 Children who reside outside the Parish of Annaclone, All Saints, Ballela and The Corbet or for whom St Colman's PS Annaclone is not the nearest school.
- 7 The remaining places will be allocated on the basis of age with priority being given to the oldest children. Where two or more children have the same date of birth, final selection will be on the basis of alphabetical order of surnames. If two or more children have the same surname the alphabetical order of the first forename will be used and if required thereafter subsequent forenames.

In the event that there are fewer applicants complying with a particular criterion than there are places available or remaining those applicants complying with that criterion will be admitted and the next criterion will be applied to the remaining applicants.

In the event that there are more applicants complying with a particular criterion than there are places available or remaining those applicants complying with that criterion will go forward to be considered under the next criterion and those not complying with that criterion will be eliminated.

### **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.

## Admissions criteria for entry September 2019

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**

If a parent/guardian wishes their child's name to be held on a waiting list for primary school, please inform the school. The above criteria will be applied to those on the waiting list at the time when a place becomes available.

### **ADMISSION TO P2-P7**

The school's Admission Policy is available upon request.

Please note – home is the child's permanent address and not a child minder's/relatives address.

<b>APPLICATIONS AND ADMISSIONS TO PRIMARY 1</b>		
<b>Year</b>	<b>Total Applications</b>	<b>Total Admissions</b>
<b>2016/2017</b>	<b>29</b>	<b>29</b>
<b>2017/2018</b>	<b>25</b>	<b>25</b>
<b>2018/2019</b>	<b>27</b>	<b>27</b>