

CREGAGH PRIMARY SCHOOL
MOUNT MERRION AVENUE
BELFAST
BT6 0FL

CONTROLLED PRIMARY SCHOOL

Telephone: 028 9040 1246

"Together, we make a difference."

E-Mail: info@cregaghps.belfast.ni.sch.uk

Principal: Mr D F Heggarty B.Ed., M.Ed., PQH

Website: www.cregaghprimary.org.uk

Chair of Board of Governors: Rev A Green

Admissions No. 29

Enrolment No. 203

Respective Functions of the Board of Governors

The Board of Governors draws up the admissions criteria and delegates to the Principal, the responsibility for applying these criteria.

Open Days

- a) **Main Open Evening:** Wednesday 21st November 2018, 6:00-8:00pm. This is an opportunity for both new and existing parents to view our school.
- b) **Open Morning** especially for prospective P1 pupils and their parents: Saturday 15th December 2018, 9:30-11:00am. Christmas-themed open day event.

Admissions Criteria

NB: Applicants should note that they may be required to produce documents verifying their address.

It is the parents' responsibility to ensure that any information relevant to the criteria is included on the application form as this cannot be assumed i.e. siblings attending/attended.

Application forms may be obtained from the school.

Primary One

It is the policy of the school to admit only children of compulsory school age. Cregagh Primary School can accept up to 29 children into P1 each year. There is currently one class per year group from P1 to P7.

In the event of classes being over-subscribed, the following criteria of admission will be applied to applications of children of compulsory school age in the order stated below:

1. Preference will be given to children with another child of the family currently in attendance at the school and living at the same address. (Child of the family as defined by the Department of Education Circular 2014/06 and includes siblings, step siblings, fostered, orphaned and adopted children.)
2. Preference will be given to children who reside in the Cregagh Estate and the adjacent area (map defining area is available at the school).
3. Preference will be given to pupils whose parents work within the school.
4. Preference will be given to those children whose parent/guardian is a former pupil of the school.
5. Preference will be given to other children on the basis of the proximity of their home to the school, as measured by the shortest walking distance via a recognised public route.

Sub-criteria

In the event of over-subscription in any of the above criteria, taken in order, the following sub-criteria will be applied in the order stated.

- a) Applications where Cregagh Primary School is first choice.
- b) Children whose normal place of residence is closest to the school, as measured using Google Maps Distance measuring tool (walking).

In the event of two children living equidistant from the school, the eldest child will be given preference.

NB 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.

Examples of such information include details of family members currently in attendance in the school and details of parents or family members who previously attended Cregagh Primary School.

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

A Waiting List Policy exists for all unsuccessful applicants. Should a vacancy arise after the Open Enrolment Procedure has concluded, all applications for admission to Cregagh Primary School that were initially refused along with new applications, late applications and applications where new information has been provided will be treated equally and the published criteria applied. This waiting list will be in place until the end of the academic school year.

The school will contact parents if their child gains a place in the school by this method. The names of all children who do not obtain a place at Cregagh Primary School will be automatically added to the waiting list. Please contact the school if you wish for your child's name to be removed from the list.

If you require further information concerning the school, please do not hesitate to approach us and we will be pleased to answer any queries.

Mid-year Primary One Applications and Primary Two to Primary 7 Intake

The same criteria as used for P1 admissions will be applied for P2-P7 admissions. Pupils with the appropriate dates of birth will be admitted to P2 – P7 only if the physical capacity of the school has not been reached. The above criteria 1 – 5 will apply. Applications will be referred to the Board of Governors before being accepted.

Applications for Admission

	Total Applications (inc further preferences)	Total Admissions
2016/17	31	30
2017/18	25	25
2018/19	18	18