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

The Board of Governors draws up the admissions criteria and delegates responsibility for applying the admissions criteria to an Admissions Sub-Committee, which includes the Principal. Any reference herein to the term The Board of Governors includes any Sub-Committee appointed by the Board of Governors for the purpose of applying the admissions criteria set out herein.

Parents/Guardians are invited to view our school and have a tour during our Open Day on Thursday 2 December 2021, from 9:30-11:30am and 3:30-6:30pm. Alternatively, please contact the school to arrange a visit by telephoning 028 7776 8695 or emailing [info@roevalleyips.limavady.ni.sch.uk](mailto:info@roevalleyips.limavady.ni.sch.uk) until 28<sup>th</sup> January 2022. Parents/Guardians can also view our school through our Virtual School Tour Experience via our school website [www.roevalleyintegrated.co.uk](http://www.roevalleyintegrated.co.uk) and social media platforms (Facebook), and are also welcome to schedule a telephone/online consultation by contacting the school.

Roe Valley is an integrated co-educational school which welcomes, respects and cherishes children of all faiths and of none, whilst retaining its Christian character. It is committed to educating Protestant and Roman Catholic children together, and strives to maintain a balanced enrolment.

The Board of Governors will seek to reflect in the total number admitted to the school a balance between the two main traditions in Northern Ireland such that at least 40% of the pupils entering P1 are of Protestant tradition and at least 40% are of the Roman Catholic tradition (in accordance with the Statement of Principles of the Northern Ireland Council for Integrated Education).

In order to achieve this Roe Valley Integrated Primary School will allocate places as follows:

20% places for Other children (Other is defined as non-Christian religion or no religion): to a maximum of 20%

40% places for Protestant tradition children and 40% places for Roman Catholic tradition children.

The criteria as listed, will first be applied to members of Other traditions in the order set down and a maximum of 20% of places will be awarded to this group. In the event of less than 20% of places being awarded to applicants from other traditions, the balance will be divided equally between Protestant and Roman Catholic applicants. Should an odd number of places remain then the additional place will be allocated to the category which has the greater number of applicants. If there are fewer applicants than places in two categories, then both balances will be awarded to the remaining category.

The religious affiliation (Roman Catholic, Protestant, Other non-Christian religion, No religion) of a pupil will be decided by information supplied to the school by the applicant's parent(s)/guardian(s) either on the school's own Pre-Enrolment Information Form or noted on the Education Authority's Application for enrolment.

**NB:** It is necessary for Parent(s)/Guardian(s) seeking admission for their child to complete the Roe Valley IPS Pre-Enrolment Information Form (available on the school website or on request) and send it directly to Roe Valley IPS. This form is available to download or complete via the school website or available on request, by email or post from the school office. Applicants must also complete the online Education Authority Application for enrolment. ([www.eani.org.uk](http://www.eani.org.uk))

The Board of Governors will use the information provided on the RVIPS Pre-Enrolment Information Form or on the Education Authority's Application to determine balance. It is essential therefore that it be correctly completed. If

## Admissions criteria for entry September 2022

the parent(s)/guardian(s) do not supply this statement, then the child's application will be considered with those from the majority category of that year's applicants.

### 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 2022 at 12noon (GMT) and an application submitted by the closing date of 28 January 2022 at 12noon (GMT) will be treated as a punctual application. An application received after 12noon (GMT) on 28 January 2022 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.

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.

When considering which children should be selected for admission, the Board of Governors will only take into account information which is detailed on the Education Authority's application or provided directly to the school and school's own Pre-Enrolment Information Form. Parent(s)/Guardian(s) should therefore ensure that all information pertaining to their child and relevant to the school's admission criteria is stated on the application or provided directly to the school /Pre Enrolment Information Form, or attached to it.

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

In the event that there are more applicants than places available in any of the three categories described, the Board of Governors has determined that the following criteria shall be applied to the applicants in that category. The criteria, as set out below, will be applied progressively until the last available place in that category has been allocated.

1. Children who, at the date of their application, have a child of the family currently enrolled at the school.
2. Children whose parent/guardian is permanent teaching/non-teaching staff of the school.
3. Children who, at the date of their application, are the eldest child of the family to be eligible to apply for admission to the school.
4. Remaining places will be allocated for admission on the basis of a random selection of initial letter or Mac/Mc prefix of the child's surname in the order set out below.

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

In the event of surnames beginning with the same initial letter or prefix the subsequent letters of the surnames will be used in alphabetical order. In the event of two identical surnames the alphabetical order of the initials of the forenames will be used. The forename and surname selected will be "as per birth certificate".

### 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 applicant's application.

If the requested evidence is not provided to the Board of Governors by the deadline specified by the Board of Governors, 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

Should a vacancy arise after placement letters have been issued all applications for admission to Primary 1 that were initially refused, 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 year.

The school will contact parent(s)/guardian(s) in writing if a child gains a place in the school by this method.

A child's name will automatically be added to the list. Parent(s)/Guardian(s) should contact the school if they wish for their child's name to be removed from the list.

### ADMISSION TO P2-7

1. A pupil will be considered for enrolment provided that his/her admission does not prejudice the provision of the efficient use of school resources in the opinion of the Board of Governors.
2. A pupil will be admitted provided that his/her admission does not prejudice the whole school balance as set out in the Statement of Principles.

Parent(s)/Guardian(s) are requested to provide a transfer certificate from the school previously attended by the child.

The criteria and arrangements for deciding which children should be admitted will be as for P1 pupils. The Board of Governors reserve the right to increase a class size.

### Applications for Admission

| <b>Applications and Admissions to Primary 1</b> |                           |                         |
|---|---------------------------|-------------------------|
| <b>Year</b>                                     | <b>Total Applications</b> | <b>Total Admissions</b> |
| <b>2019/2020</b>                                | <b>31</b>                 | <b>31</b>               |
| <b>2020/2021</b>                                | <b>22</b>                 | <b>21</b>               |
| <b>2021/2022</b>                                | <b>27</b>                 | <b>27</b>               |