

**ST JOSEPH'S BOYS' SCHOOL**

Westway

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**Principal:** Mrs Martina McCarron

**Chairman of the Board of Governors:** Mrs Siobhan McIntyre

**Voluntary Maintained  
Secondary School  
Boys**

**Age Range** 11 – 18

**Admissions No.** 140

**Enrolment No.** 850

**Virtual Open Night**

**Thursday 13 January 2022**

**Via School Facebook Page from 2pm onwards.**

**We will inform Parents via School Facebook Posts if this date or time changes**

**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 an Admissions Sub-Committee, which includes the Principal, the responsibility for applying these criteria. Any reference herein to the term the Board of Governors includes any Committee or Sub-Committee appointed by the Board of Governors for the purposes of applying the Admissions Criteria set out herein.

**ADMISSIONS CRITERIA 2022**

The following criteria agreed by the Board of Governors will be applied in the order set down below when selecting pupils for Year 8 entry to St Joseph's in September 2022.

**When considering which children should be selected for admission, the Board of Governors will only take into account information which is detailed on the Transfer Application. Parents/Guardians should therefore ensure that all information pertaining to their child and relevant to the school's admissions criteria is stated on the Transfer Application or uploaded with it. Examples of such information include (whether the child has a sibling presently enrolled, has special circumstances, is the eldest child).**

In the event of oversubscription on any one of the criteria listed in order, priority will be given on the basis of application of random selection.

With due regard to the above, the following criteria will be applied in the numbered ranking order specified, to select pupils for Year 8 entry in September 2022.

- 1 Preference will be given to all children who nominate St Joseph's Boys' School as their first preference school on the application form.
- 2 Pupils who have a sibling presently enrolled in the school or previously enrolled for at least 2 years or more.
- 3 Pupils who reside in the Parish of Templemore (formerly St Eugene's and Longtower) and St Mary's Parish.
- 4 Pupils for whom St Joseph's is the nearest suitable school as the crow flies ie: nearest to the Child's normal place of residence. This also includes children resident in the Waterside Parish of Glendermott and Strathfoyle namely St Columb's Church (Chapel Road), Church of Immaculate Conception (Trench Road), St Mary's Oratory Newbuilding).
- 5 Pupils who are the eldest boy or the only child in the family.
- 6 Pupils who have special circumstances. The claim to these must be supported by documented evidence which show that those circumstances would best be alleviated only through attendance at St Joseph's rather than any other school.
- 7 Pupils whose parent(s)/guardian(s) is a permanent member of the school staff or a member of the Board of Governors.
- 8 Pupils from all the other primary schools in the Derry City area.

In the event of over-subscription on any one of the criteria listed in order, priority will be given on the basis of application **of initial letter of the surname, in the order set out below:**

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

The order was determined by a random selection of letters. In the event of surnames beginning with the same initial letter the subsequent letters of the surnames will be used in alphabetical order. In the event of 2 identical surnames the alphabetical order of the initials of the forenames will be used.

Applicants should note that where an address and/or child-age information contained within an application qualifies it for admission, then that information will be verified. The verification process will take place after an offer of a place has been received and St Joseph's will notify parents how this will take place.

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 Transfer Application.

The provision of false or incorrect information or the failure to provide information within the deadlines set by post-primary schools can result in the withdrawal of a place and the inability to offer a place on the part of any school nominated on the applicant's Transfer Application.

All applicants who are ordinarily resident in Northern Ireland, or who will be so resident by the start of the **2022/2023** academic year will be considered for admission before any applicants who are not so resident or who will not be so resident by the start of the **2022/2023** academic year.

During Year 8 the above admissions criteria will apply but the admission of any pupils must not bring the total enrolment number over that permitted by the Department of Education.

❖ **PARENTS/GUARDIANS SHOULD NOTE THAT INCORRECT INFORMATION, PARTICULARLY CONCERNING THE ADDRESS GIVEN AS THE NORMAL PLACE OF RESIDENCE OR THE PRESENCE OF SIBLINGS AT THE SCHOOL, MAY RESULT IN EITHER THE WITHDRAWAL OF A PLACE OR THE INABILITY OF THE SCHOOL TO OFFER A PLACE.**

### DUTY TO VERIFY

Applicants should note that where an address and/or child-age information contained within an application qualifies it for admission, then that information will be verified.

To enable the Board of Governors to verify child-age and/or address, all applicants should provide;

**any one of the following 3 documents:**

- the child's Birth Certificate;
- a letter awarding Child Benefit to the child or another letter relating to this Benefit;
- the child's Medical Card.

**and any 2 of the following 4 documents:**

- a bank, building society or post office statement which shows the address at which the child is resident;
- a utility bill (for instance electricity, gas, Housing Executive, television licence, telephone) which shows the address at which the child is resident;
- a letter awarding Child Benefit to the child or another letter relating to this benefit which shows the address at which the child is resident;
- the child's Medical Card, showing the address at which the child is resident.

Original documents are required to be uploaded onto the EA portal during the EA admissions process. The school will obtain these from the portal automatically. The provision of false or incorrect information or the failure to promptly provide verifying documents according to the required deadline may result in either the withdrawal of a place or the inability of a school to offer a place. Applicants are not required to put verifying documents in the post.

### ADMISSIONS WAITING LIST POLICY

#### Admissions to Year 8 after the beginning of the school year

- Should a vacancy arise after 21 May 2022, all applications for admission to Year 8 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 to which those applications seek admission.
- Your child's name will be automatically added to the waiting list. Please contact the school if you wish for your child's name to be removed.
- St Joseph's Boys' School will contact you in writing if your child gains a place in the school by this method.

#### NUMBERS OF APPLICATIONS AND ADMISSIONS

Year	Admissions No.	Total Applications All Preferences	Total Admissions
<b>2019/20</b>	140	103*	103*
<b>2020/21</b>	140	93*	93*
<b>2021/22</b>	140	95*	95*

\*This figure includes pupils with a Statement of Special Educational Needs

**ADMISSION CRITERIA FOR ENTRY TO YEARS 9 – 12**

- Should a vacancy arise outside the normal processes all applications will be based on dated order by which AP1 Forms are received.
- St Joseph's Boys' School will inform parents/guardians by letter if a place is available or becomes available after receipt of form.
- If a request for a place is made by telephone then parents/guardians will be advised to complete and send an AP1 Form to St Joseph's Boys' School. This AP1 Form will be dated and the receipt of time recorded and this applicant's information will be placed on our waiting list for those year groups.
- Waiting lists for years 9 – 12 are updated as new applications are received, places offered or declined as and when they become available.

These waiting lists will terminate at the end of each September.

Parents who wish to remain on waiting list should inform the school at the beginning of each academic year.