

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

The Board of Governors draw up and apply the criteria for admissions.

### **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 2025 at 12noon (GMT) and an application submitted by the closing date of 24 January 2025 at 12noon (GMT) will be treated as a punctual application. An application received after 12noon (GMT) on 24 January 2025 and up to 4 pm on 29 January 2025 will be treated as a late application, this is also the last date and time for processing a change of preference in exceptional circumstances. After 4 pm on 29 January 2025 no applications will be processed until after the close of procedure on 9 April 2025.

### **COMPULSORY SCHOOL AGE**

Any child who reaches their 4<sup>th</sup> Birthday on or before 1<sup>st</sup> July 2025 is of Compulsory School Age. Under the School Age (NI) Act which became law in Northern Ireland in April 2022, 'compulsory school age' also includes those children who deferred commencing Primary 1 in September 2024 as defined by the new School Age (NI) Act (both groups to be treated equally).

Priority will be given to children resident in Northern Ireland at the time of their proposed admission to the school before those who are not so resident.

### **In the event of oversubscription, the following sub-criteria will be applied in the order set down.**

1. Children who are resident in the Parish of Seagoe.
2. Children who have brothers/sisters in attendance during the 2024/2025 school year.
3. Children whose brothers/sisters attended the school in the past, (please give name of child and years attended.)
4. Places will be allocated based on the proximity of the child's home to the school, priority being given to those living nearest to the school. (Distance will be measured on Google Maps UK as walking distance to the front door.)
5. Remaining places will be given to children with exceptional circumstances (medical, social, or other problems) that necessitate admission to St Mary's Primary School, Derrytrasna rather than any other primary school. The circumstances should be personal to the child and must be supported by independent and appropriate documentation, providing evidence of the circumstances being described as exceptional.

In the event of oversubscription within any of the first five sub-criteria the final places will be based on alphabetical order of surname, then forename, then middle name.

### **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. 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**

We do not operate a Waiting List.

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

The Board of Governors has determined that the following criteria should be applied in the order set down below to all pupils seeking admission to years 2-7.

1. Pupils will be considered for enrolment provided that the school will not exceed its enrolment number as determined by the Department of Education.
2. Pupils will be considered for admission provided that, in the opinion of the Board of Governors, they would not prejudice the efficient use of the school's resources.
3. Places will be allocated based on the proximity of the child's home to the school, priority being given to those living nearest to the school. (Distance will be measured on Google Maps UK as walking distance to the front door.)
4. Pupils regarded by the Board of Governors, based on written and other evidence supplied by the parents/guardians and statutory or other agencies, as having special circumstances e.g., medical, social or security reasons.

The final places to be allocated will be based on alphabetical order of surname, then forename, then middle name.

<b>APPLICATIONS AND ADMISSIONS TO PRIMARY 1</b>		
<b>Year</b>	<b>Total Applications</b>	<b>Total Admissions</b>
<b>2022/2023</b>	<b>13</b>	<b>13</b>
<b>2023/2024</b>	<b>20</b>	<b>20</b>
<b>2024/2025</b>	<b>17</b>	<b>17</b>