

St Joseph's Primary School
28 Convent Hill
Bessbrook
Newry
BT35 7AW

Maintained Primary School

Enrolment Number: 362
Admissions Number: 52

Telephone No: (028) 3083 0356

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PRINCIPAL: Ms Frances Hannaway BA Hons, MTD, MBA, PQ
(NI)

CHAIR OF BOARD OF GOVERNORS(Acting): Mrs Roisin Ward

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 the Principal, the responsibility for applying these criteria. Any reference herein to the term the Board of Governors includes the Principal appointed by the Board of Governors for the purposes of applying the admissions criteria.

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 7 January 2021 at 12noon (GMT) and an application submitted by the closing date of 29 January 2021 at 12noon (GMT) will be treated as a punctual application. An application received after 12noon (GMT) on 29 January 2021 will be treated as a late application.

When considering which children should be selected for admission, the Board of Governors will only take into account information which is detailed on the application or provided directly to the school. Parents/Guardians should therefore ensure that all information pertaining to their child and relevant to the school's admissions criteria is stated on the application or provided directly to the first preference school. Examples of such information include whether the child has brothers/sisters attending the school, or is the eldest child in the family.

Priority will be given to children who will have attained compulsory school age at the time of their proposed admissions; over those who will not have attained compulsory school age at the time of their proposed admissions and; children resident in Northern Ireland at the time of their proposed admission to the school before those who are not so resident.

The Board of Governors will apply the following criteria to identify which children will be admitted, both at the enrolment stage and any other on transfer from another school.

1. Children who, at the date of their application have a sibling (brother, sister, half brother, half sister, fostered or adopted) currently enrolled in St. Joseph's Primary School;
2. Children residing in the school's traditional catchment area, in the *Parish of Lower Killeavy.
3. Children residing in the *Parish of Lower Killeavy;
4. Children transferring from our nursery and residing in the school's traditional catchment Area, in the *Parish of Lower Killeavy.
5. Children transferring from our nursery and residing in adjoining parishes.
6. Children with exceptional circumstances (medical, social or other problems) that necessitate admission to St. Joseph's P.S., 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 being exceptional;
7. A child who is a 'Looked After Child' (LAC) by definition of the local Health & Care Trust;
8. Other children.

In the event of more pupils satisfying the last criteria which can be applied, the remaining places will be allocated on the basis of chronological age starting with the oldest. Where two or more children have the same date of birth (except twins or other multiple births) final selection will be on the basis of alphabetical order of surname. 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.

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

A Waiting List Policy is available from the school.

ADMISSION TO P2-P7

A pupil will be considered for enrolment provided that:

1. The school will not exceed its enrolment number as determined by the Department of Education.
2. The class size meets the current DENI Guidelines.
3. In the opinion of the Board of Governors their admission would not prejudice the efficient use of the school's resources.

APPLICATIONS AND ADMISSIONS TO PRIMARY 1		
Year	Total Applications	Total Admissions
2018/2019	40	40
2019/2020	47	47
2020/2021	43	43