

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

Fax No: (028) 3083 9149

Email No: [info@stjosephs.bessbrook.ni.sch.uk](mailto:info@stjosephs.bessbrook.ni.sch.uk)

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 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.

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.

If oversubscribed after the above criteria has been applied children will be selected for admission on the basis of initial letters of surname (as entered on Birth Certificate ) in the order set out below :

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

## Admissions criteria for entry September 2022

This order was determined by a randomised selection of the letters from RANDOM.ORG website (IP: 85.31.142.7

- Timestamp: 2021-11-18 11:53:08 UTC)

In the event of surnames beginning with the same initial letter, the subsequent letters of the surname 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, and if necessary the subsequent letters of the forename.

At this stage if there is still a tie then the eldest child will be admitted as established by date of birth as entered on the Birth Certificate

### ***DUTY TO VERIFY***

Upon application the school will require verification of addresses and age:

#### **Any one of the following documents can be used to verify age:**

- Child's Birth Certificate;
- Letter awarding Child Benefit to the child or another letter relating to this benefit;
- Child's Medical Card;
- Child's passport;
- Child's adoption certificate.

This document should be presented at the time of application. This should be uploaded onto the application site at time of application or emailed to school at above address.

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. Where St Joseph's PS is their first preference setting then the "Duty to Verify" documents (see above) must be presented to the school when requested.

Similarly, if information is supplied which appears to be false or misleading in any material way, the offer of a place will be withdrawn.

#### **Any two of the following documents can be used to verify home address of child:**

- Bank or building society statement;
- Utility bill (for instance Electricity, Gas, Television Licence, Telephone);
- Addressed payslip;
- Letter awarding Child Benefit to the child or another letter relating to this benefit;
- Mortgage statement;
- Land and Property Services rates demand.
- Financial statement such as ISA, Pension or Endowment.
- Current Driving Licence;
- Rental agreement

### ***WAITING LIST POLICY***

Should a vacancy arise after the offer of places, any applications that were initially refused, will be placed in accordance with published criteria. This waiting list will be in place until the end of the academic year.

The school will contact you in writing if your child is to be offered a place by this process.

Your child's name will automatically be added to the waiting list. Please contact the school should your child gain a place in another school setting or that you want your child removed from the list.

**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.

<b>APPLICATIONS AND ADMISSIONS TO PRIMARY 1</b>		
<b>Year</b>	<b>Total Applications</b>	<b>Total Admissions</b>
<b>2019/2020</b>	47	47
<b>2020/2021</b>	43	43
<b>2021/2022</b>	43	43