

**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**  
**Email: [info@stjosephs.bessbrook.ni.sch.uk](mailto:info@stjosephs.bessbrook.ni.sch.uk)**

**PRINCIPAL: Mr Michael Doran BEd PQH (NI)**  
**CHAIR OF BOARD OF GOVERNORS: Mrs Roisin Ward**

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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 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 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.

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.

### **COMPULSORY SCHOOL AGE**

Any child who reaches their 4th Birthday on or before 1st 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.

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 of permanent employees of the school
3. Children transferring from our nursery and residing in the school's traditional catchment area, in the \*Parish of Lower Killeavy.
4. Children 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 residing in areas other than the catchment area in the \*Parish of Lower Killeavy
7. Children with exceptional circumstances (medical, social or other problems) that necessitate admission to St. Joseph's Primary School, rather than any other primary school. The circumstances should be

## Admissions criteria for entry September 2025

personal to the child and must be supported by independent and appropriate documentation, providing evidence of the circumstances being described as being exceptional.

8. A child who is a 'Looked After Child' (LAC) by definition of the local Health & Care Trust.
9. 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:

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

This order was determined by a randomised selection of letters from RANDOM.ORG website.

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Timestamp: 2024-11-06 10:39:02 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.

### **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.

## Admissions criteria for entry September 2025

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.

APPLICATIONS AND ADMISSIONS TO PRIMARY 1		
Year	Total Applications	Total Admissions
2022/2023	34	34
2023/2024	39	39
2024/2025	55	55