

St Mary's Primary School and Nursery Unit  
25 Mullaghboy Road  
Bellaghy  
Magherafelt  
BT45 8HX

Maintained Primary School

Enrolment Number: 222

Admissions Number: 30

Telephone No: (028) 7938 6360

Email: [info@stmarysps.bellaghy.ni.sch.uk](mailto:info@stmarysps.bellaghy.ni.sch.uk)

Website: [www.stmaryspsbellaghy.co.uk](http://www.stmaryspsbellaghy.co.uk)

PRINCIPAL: Mrs Mary McCann

CHAIR OF BOARD OF GOVERNORS: Mr Joe Diamond

---

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

The Board of Governors of St Mary's Catholic Maintained School will determine the Admissions Criteria. The criteria will be applied by a Sub-Committee of the Board of Governors.

**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 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 school.

The following criteria will be applied in the order 1-2 for admission to P1 in September 2024.

During the admissions procedure when applying the criteria punctual applications will be considered before late applications are considered. The application procedure opens on 9 January 2024 at 12noon (GMT) and an application submitted by the closing date of 26 January 2024 at 12noon (GMT) will be treated as a punctual application. An application received after 12noon (GMT) on 26 January 2024 and up to 4 pm on 31 January 2024 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 31 January 2024 no applications will be processed until after the close of procedure on 25 April 2024.

Priority will be given to children who will have attained compulsory school age at the time of their proposed admission, including those children whose parents deferred their admission to primary school in September 2023 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.

## ADMISSIONS CRITERIA

**Admissions criteria to be used in the event of the school being oversubscribed. The criteria are listed in order of priority.**

**Criterion 1:** Children of school age who are registered or whose permanent address is in the Parish of Bellaghy/Ballyscullion.

**Criterion 2:** Children of school age from other areas.

In the event of over-subscription in any one of the criteria, taken in order, the following sub-criteria will be applied in the order set down.

- (a) children who have brother/half-brother or sister/half-sister currently enrolled in St Mary's Primary School, excluding St Mary's Primary School Nursery Unit, during the school year 2023/2024;
- (b) children who have brother/half-brother/sister/half-sister who previously attended St Mary's Primary School, excluding St Mary's Primary School Nursery Unit and who transferred from Year 7 to Post-Primary School.

- (c) children whose application form names St Mary's Primary School as first preference.
- (d) final selection will be made on the basis of proximity of the child's permanent address on the date of application to the front gates of the school, as measured by direct straight line measurement using the digital Ordnance Survey mapping service (Spatial NI).

In the event of there being more applicants than places remaining after the last sub-criterion is applied, the following tie-breaker will be applied: children will be selected for admission on the basis of initial letter(s) of their surname (as entered on their Birth Certificate) in the order set out below:

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

This order was determined by a randomized selection of the letters. 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 forenames listed on the birth certificate will be used.

When considering which children should be selected for admission, the Board of Governors will only take into account information which is detailed on or attached to the application form. Parents should therefore ensure that all information pertaining to their child and relevant to the school's admissions criteria is stated on the application form or attached to it.

Applicants should note that where a familial relationship (i.e. having a brother/half-brother or sister/half-sister attending or having attended the school) qualifies for admission, then that relationship will be verified. To enable the Board of Governors to verify family relationships, all applicants using these criteria to gain admission, need to include the name, DOB of that older brother or sister at the school. This should be included on the application or attached as additional information to the application.

### **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 applicant's 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.

All applicants will be required to verify information by providing the following documents either online or directly to the school, before 4pm on 31<sup>st</sup> January 2024:

1. Birth Certificate (original document) in order to verify the age of the child.
2. Any two of the following eight documents to verify the address of the child's residence on the application form: (i) Bank or building society statement; (ii) Utility bill (for instance electricity, gas, Television Licence, telephone); (iii) Addressed payslip; (iv) Letter awarding Child Benefit to the child or another letter relating to this benefit; (v) Mortgage statement; (vi) Current Driving Licence; (vii) Land and Property Services rates demand; (viii) Rental agreement.

NB any documents being used to verify address should not be more than three months old.

### **WAITING LIST POLICY**

Should a vacancy arise after the day when placement letters are issued, all applications 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.

### **ADMISSION TO P2 – P7**

## Admissions criteria for entry September 2024

Pupils will be admitted to P2-P7 in accordance with the preference expressed by a parent if the school's enrolment number has not been reached, unless to do so would prejudice the efficient use of resources. The above criteria will also be used for admission of children from P2-P7.

<b>Applications and Admissions to Primary 1</b>		
<b>Year</b>	<b>Total Applications</b>	<b>Total Admissions</b>
<b>2021/2022</b>	<b>30</b>	<b>25</b>
<b>2022/2023</b>	<b>26</b>	<b>26</b>
<b>2023/2024</b>	<b>28</b>	<b>28</b>