

St Mary's Primary School  
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Maintained Primary School

Enrolment No: 406  
Admissions No: 58

PRINCIPAL: Mrs C. McAuley  
CHAIR OF BOARD OF GOVERNORS: Mr N McKenna

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

The Board of Governors will be making the final decision.

The Board of Governors of St Mary's Primary School has determined that the following criteria shall be applied, in the event of the number of pupils applying for places in Year 1 in September, being greater than the admissions number, in the order set down below. Priority will first be given to pupils normally resident in Northern Ireland at the time of admission. Within each criterion priority will be given to those pupils regarded by the Board of Governors, on the basis of supporting written evidence by parent/guardians and/or statutory agencies, as having special circumstances, medical, social or security factors.

### ADMISSIONS CRITERIA – YEAR 1

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.

Priority will be given to children who will have attained compulsory school age at the time of their proposed admission, over those who will not have attained compulsory school age at the time of their proposed admission.

In selecting children for admission, children resident in Northern Ireland at the time of their proposed admission will be selected for admission to the school before any child not so resident.

The following criteria taken in order will be applied:

- 1 A child who has a brother(s), a sister(s), a half-brother(s), a half-sister(s) or foster brother/sister, presently enrolled in the school or Nursery Unit.
- 2 A child who normally resides in the Parish of Cappagh.
- 3 Other children of compulsory school age.

When all the above criteria have been applied then selection for all places remaining in this category will be on the basis of the initial letter of the surname as per the birth certificate, in the order set out below: -

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

The order was determined by a randomised selection of letters of the alphabet. In the event of surnames beginning with the same letter the subsequent letters of the surnames will be used in alphabetical order. In the event of two identical surnames the alphabetical order of the initials of the forenames as per the birth certificate will be used.

The Board of Governors will be making the final decision.

### YEAR 1 ADMISSIONS – AFTER THE BEGINNING OF THE SCHOOL YEAR

Children who apply to enter the school during the academic year will be considered using the same criteria as for Year 1.

**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**

Should a vacancy arise after placement letters have been issued, all applications for admission to Primary 1 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. The school will contact parents in writing if a child gains a place in the school by this method.

A child’s name will be automatically added to the Waiting List. Parents should contact the school if they wish for their child to be removed from the list.

**ADMISSIONS CRITERIA – YEARS 2-7**

The Board of Governors of St Mary's Primary School has determined that the following criteria shall be applied in the order set down below to all pupils seeking admission to Years 2-7. A child will be considered for enrolment provided that the school will not exceed its enrolment number as determined by the Department of Education.

- 1 A child who has a brother(s), a sister(s), a half-brother(s), a half-sister(s), foster brother/sister presently enrolled in the school or Nursery Unit.
- 2 A child who normally resides in the Parish of Cappagh.
- 3 A child will be considered for admission provided that, in the opinion of the Board of Governors, he/she would not prejudice the efficient use of the school’s resources.

In the event of over-subscription in the last criterion which can be applied then selection for all places remaining in this category will be on the basis of the initial letter of the surname as per the birth certificate, in the order set out below: -

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

The order was determined by a randomised selection of letters of the alphabet. In the event of surnames beginning with the same letter the subsequent letters of the surnames will be used in alphabetical order. In the event of two identical surnames the alphabetical order of the initials of the forenames as per the birth certificate will be used.

***Applications for Admission***

<b>Applications and Admissions to Primary 1</b>		
<b>Year</b>	<b>Total Applications</b>	<b>Total Admissions</b>
<b>2018/2019</b>	<b>40</b>	<b>43</b>
<b>2019/2020</b>	<b>43</b>	<b>39</b>
<b>2020/2021</b>	<b>38</b>	<b>38</b>