

St Mary's Primary School
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Killyclogher
Omagh
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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

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.

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 2026 at 12noon (GMT) and an application submitted by the closing date of 21 January 2026 at 12noon (GMT) will be treated as a punctual application. An application received after 12noon (GMT) on 21 January 2026 and up to 4 pm on 26 January 2026 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 26 January 2026 no applications will be processed until after the close of procedure on 23 March 2026.

COMPULSORY SCHOOL AGE

Any child who reaches their 4th Birthday on or before 1st July 2026 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 2025 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.

Where the school is oversubscribed, the order of priority in which pupils shall be admitted to the school is:

- 1 A child who has a sibling, or previously enrolled sibling, in St. Mary's Primary School, Killyclogher, or St. Mary's Nursery Unit, Killyclogher.
- 2 A child who resides in the Parish of Cappagh (The Parish map is available from the school office).
- 3 Other children.

When all the above criteria have been applied, 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: -

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

(This order was determined by a randomised selection of letters)

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. It is important that parent(s)/guardian(s), when submitting the application form, give all the relevant supporting information and written evidence that may be needed as per the published admissions criteria including the child's birth certificate. In particular, please include the full names of presently or previously enrolled siblings in St Mary's Primary School, Killyclogher, or St Mary's Nursery Unit, Killyclogher, within your application.

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 sibling, or previously enrolled sibling, in St. Mary's Primary School, Killyclogher, or St. Mary's Nursery Unit, Killyclogher.
- 2 A child who resides in the Parish of Cappagh (The Parish map is available from the school office).
- 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: -

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

(This order was determined by a randomised selection of letters)

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 & ADMISSIONS TO PRIMARY 1

Year	Total Applications	Total Admissions
2023/2024	42	42
2024/2025	36	36
*2025/2026	32	32

****The Total Admissions for year 2025/2026 includes all P1 children admitted to the school including those who have a statement of special educational needs and/or may be attending SPiMS.***

(SPiMS = Specialist Provision in Mainstream School)