

**ST JOSEPH'S PRIMARY SCHOOL**  
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LISBURN  
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**MAINTAINED PRIMARY SCHOOL**

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Website: [www.stjosephsschool.org](http://www.stjosephsschool.org)

Twitter: [@stjosephlisburn](https://twitter.com/stjosephlisburn)

Principal: Mrs Maria Wylie

Chair of Board of Governors: Miss Eileen Cooley

Admissions No. 56

Enrolment No. 395

### Respective Functions of the Board of Governors

The Board of Governors delegates responsibility for applying the admissions criteria to a Sub-Committee, annually.

### Admissions Criteria

#### *Year 1 Intake*

If the school is over-subscribed pupils will be admitted according to the following criteria applied in the order set down.

#### **Children of compulsory school age who:-**

1. Have or have had a brother or sister, half brother/half sister, step brother/step sister, enrolled in St Joseph's P.S and indicate this on the application form.
2. Are children of the current (2017/18) permanent employees of the school and indicate this on the application form.
3. Are the eldest or only child in the family and reside in the Parish of Blaris
4. Reside in the Parish of Blaris
5. Reside outside the Parish of Blaris.

***In the event of being over-subscribed in any of the above categories, the following sub- criteria will be applied:***

Children will be admitted on the basis of the initial letter of their surname as written on their birth certificate in the order set out below:

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

In the event of surnames beginning with the same initial letter, as outlined above, the subsequent letters of the surname will be used in strict alphabetical order.

In the event of two identical surnames, the alphabetical order of the initials of the forenames will be used.

**Parents please note that it is your responsibility to provide all relevant information on the application form.**

Proof of name (birth certificate) and proof of address of the parent or legal guardian of the child (utility bill/bank statement) **must be** attached to the application form. A duty to verify other details will be applied if necessary.

#### **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 form.***

***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 occur after the official letters have been sent to parents in **April 2018**, applications that were initially refused, new applications, late applications and applications where new information has been added will be treated equally and the published criteria applied.***

If you wish your child to be placed on this waiting list, you must contact the school directly by 30<sup>th</sup> April 2018.

The school will contact you by telephone if a place becomes available.

#### **Admission to Y2-Y7**

***Applications will be considered within the limits of the school's total enrolment numbers where places are available in a year group. The maximum number in any class will not exceed 30.***

#### **Applications for Admission**

	<b>Total Applications (inc further preferences)</b>	<b>Total Admissions</b>
<b>2015/16</b>	65	60
<b>2016/17</b>	63	59
<b>2017/18</b>		