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Principal: Miss Cristiona McGuinness

Chair of Board of Governors: Mr Eamonn Broderick

### ***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***

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.

### ***Year 1 Intake***

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

#### **Eligible children of compulsory school age who:-**

- 1 Have 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 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
- 3 Are children of the current (2023/24) permanent employees of the school and indicate this on the application form
- 4 Are the eldest or only child in the family and reside in the Parish of Blaris and indicate this on the application form
- 5 Reside in the Parish of Blaris
- 6 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:

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

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, or with, the application, or to the first preference school.**

Proof of name (birth certificate) and proof of address of the parent or legal guardian of the child (utility bill/bank statement) **must be** provided to your first choice primary school before 4pm on 31 January 2023. 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.

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 on 27 April 2023, 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 Friday 19<sup>th</sup> May 2024. This waiting list will be in place until 31 August 2024.

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 AND ADMISSIONS TO PRIMARY 1		
Year	Total Applications	Total Admissions
2021/2022	47	44
2022/2023	56	56
2023/2024	49	49