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| **St Colmcille’s Primary School** | **Maintained Primary School** |
| **Cullybackey Road**  **Ballymena**  **BT43 5DW**  **Telephone No: (028) 2563 9970**  **Email: hwalls203@c2kni.net**  **Website: www.stcolmcilles.com** | **Enrolment Number: 410**  **Admissions Number: 59**  **PRINCIPAL: Mr Henry Walls**  **CHAIR OF BOARD OF GOVERNORS: Mr Diarmuid O’Loan** |

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

The Board of Governors has compiled the following admissions criteria. The Board of Governors of the school will implement the agreed admissions policy of the school. The school Principal will apply the criteria on behalf of the 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/Guardians 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 first preference school.

**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.

Children who have attained compulsory school age will only be considered for admission, including those children whose parents deferred their admission to primary school in September 2023 as defined by the new School Age (NI) Act.

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 resident.

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

1. Children who currently have a child of the family in attendance at the school.
2. Children who had a child of the family previously attend St. Colmcille’s Primary School for at least one academic year (It is the responsibility of the applicant to list the child of the family’s name and dates of attendance on the application. Failure to do so will mean the Board of Governors will not be able to apply this selection criteria).
3. Children who have parents on the permanent staff of the school.
4. Children for whom, St. Colmcille’s Primary School is the closest maintained primary school to their home address – as decided by a digital measurement using ‘RAC Route Finder’.
5. Children whose home address is the shortest distance from the school – as decided by a digital measurement using ‘RAC Route Finder’.

**Tie Breaker Criterion**

In the event of the above criteria being incapable of distinguishing between applicants down to the last available place, the following sub-criteria will be applied:

* children will be admitted according to their chronological age, with the eldest child being selected first.

**Notes:**

1. ‘Child of the family’

The phrase ‘child of the family’ is well-established concept of family law. The definition is as stated in Article 2(2) of the Domestic Proceedings (NI) Order 1980.

**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.**

Applicants should note that where an address contained within an application qualifies it for admission, then that address will be verified. To enable the Board of Governors to verify addresses, all applicants should provide any **two recent documents** from the following list (recent means within 3 months of date of application i.e. October, November, December 2023):

* Bank or building society statement
* Utility bill (for instance Electricity, Gas, Television Licence, Telephone)
* Addressed Payslip
* Child Benefit letter
* Mortgage statement
* Financial statement such as ISA, Pension or Endowment
* Rental agreement

This is in addition to the standard requirement to provide a Birth Certificate in order to verify the age of the child.

These verifying documents are required and should be provided to the school of first preference, to be received no later than 4.00pm on Wednesday 31st January 2024.

**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.

The provision of false or incorrect information or the failure to provide information within the deadlines set by the school can result in the withdrawal of a place and the inability to offer a place on the part of any school nominated on the applicant’s application.

**WAITING LIST POLICY**

The school’s policy on the consideration of applications after the Open Enrolment Admissions procedure concludes on 25 April 2024 is available directly from the school or can be accessed on our school website at [St Colmcille's PS Website](http://www.stcolmcilles.com/)

**ADMISSION TO P2 – P7**

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.

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| **Applications and Admissions to Primary 1** | | |
| **Year** | **Total Applications** | **Total Admissions** |
| **2021/2022** | 69 | 67 |
| **2022/2023** | 67 | 65 |
| **2023/2024** | 50 | 50 |