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| **St Patrick's Primary School (Magheralin)**  **12 Ballymacbredan Road**  **Magheralin**  **Craigavon**  **BT67 0QU**  **Telephone No: (028) 3834 1400**  **Fax No: (028) 3834 7376**  **Email:** [**info@stpatricks.magheralin.ni.sch.uk**](mailto:info@stpatricks.magheralin.ni.sch.uk) |  | **Maintained Primary School**  **Enrolment Number: 129**  **Admissions Number: 18**  **PRINCIPAL: Mrs M McGrath BA(QTS), PQH, PGDip CHAIR OF BOARD OF GOVERNORS: Mrs Fiona Hamill** |

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

The Board of Governors draws up the admissions criteria and delegates to an Admissions Sub-Committee, which includes the Principal, the responsibility for applying these criteria. Any reference herein to the term the Board of Governors includes any Sub-Committee appointed by the Board of Governors for the purposes of applying the admissions criteria set out herein.

**ADMISSION**

If the school's admissions and enrolment numbers have not been reached the school will admit all children of the appropriate age whose parents wish them to attend the school. These children are:-

i firstly those of compulsory school age (children who reach their fourth birthday on or before 1 July 2024), 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); then

ii those children who will reach their 4th birthday between 2nd July and 31st December 2024, will be admitted on the Monday after their 4th birthday; then

iii those children who will reach their 4th birthday between 1st January and 30th June 2025, will be admitted on the Monday after their 4th birthday.

Children in categories ii and iii will only be selected for admission if places are not filled by children in earlier categories. Children under compulsory school age will only be admitted if the present level of resources and teaching staff are available for the 2024/2025 school year.

***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 are not of compulsory school age will only be selected for admission after all children of compulsory school age have been allocated a place.

The Board of Governors will apply the following criteria in the order indicated to identify which children should be admitted at initial admission to education

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.

1 Children who normally reside in the Parish of Magheralin.

2 Children who will have a sibling/siblings in attendance during the 2024/2025 school year.

3 Children who live outside the Parish of Magheralin but are closest in proximity to the school as measured by Google Maps UK driving distance.

4 Children who state St Patrick’s Primary School as their first preference.

5 Children who are the eldest child\*1\* in family.

6 Children whose sibling/siblings\*2\* previously attended the school.

7 Son(s) or daughter(s) of permanent employees at the school.

\*1\* Eldest child of the family, includes applicants who, although not chronologically the eldest in the family, are to be treated as ‘eldest eligible child in the family’ in circumstances set out below:

(a) The applicant is the first in the family to apply to a Primary School in Northern Ireland for a P1 to P7 place;

(b) Where the applicant is more than seven years younger than the next sibling (by birth date)

(c) Where the applicant’s family has moved residence so that the applicant is the first child of the family to have an opportunity to apply to the school.

Please note the school may require the following documents to prove eldest child, to include a letter from a member of the Clergy, Solicitor, or Public Servant such as a Health Visitor or Education Professional to include a Pre-School/Nursery Principal directly involved with the family.

\*2\*Sibling/s refers to – brother, sister, half-brother, half-sister, step siblings, foster siblings.

In the event of oversubscription, after all the criteria 1 to 7 have been applied, the deciding factor shall be on the basis of initial letter of the surname, in the order set out below.

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

This order was determined by a randomised selection of letters at a meeting of the Board of Governors on 6th November 2023.

In the event of surnames beginning with the same initial letter the subsequent letters of the surnames will be used in alphabetical order to allocate places. In the event of two identical surnames the alphabetical order of the initials of the forenames will be used. The surname and forename selected will be ‘as per birth cert’.

In the event of twins or multiple births. The first sibling that gains entry will be considered as Point 2., i.e. ‘a sibling/siblings in attendance during the 2024/2025 school year.

***CHILDREN NOT OF COMPULSORY SCHOOL AGE – RECEPTION CLASS***

1. Children not of compulsory school age who normally reside in the Parish of Magheralin.
2. Children not of compulsory school age who will have a sibling/s in attendance during the 2024/2025 school year at St Patrick’s Primary School.

In the event of oversubscription, after all the criteria have been applied, the deciding factor shall be on the

basis of initial letter of the surname, in the order set out above.

***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.

***ADMISSION TO P2-P7***

The Board of Governors of St Patrick's Primary School has determined that the following criteria shall be applied in the order set down below to Years 2-7.

1 Pupils will be considered for enrolment provided that the school will not exceed its enrolment number as determined by the Department of Education.

2 Pupils will be considered for admission provided that, in the opinion of the Board of Governors, they would not prejudice the efficient use of the school's resources or exceed a maximum of 30 pupils in Key Stage 1.

3 Pupils who normally reside in the Parish of Magheralin.

4 Son(s) or daughter(s) of permanent employees at the school.

5 Pupils who have a sibling/s\* presently enrolled in the school.

6 Children who live outside the Parish of Magheralin but are closest in proximity to the school as measured by Google Maps UK driving distance.

\*Sibling/s refers to – brother, sister, half-brother, half-sister, step siblings, foster siblings.

In the event of over-subscription in any of the above criteria the deciding factor shall be on the basis of initial letter of the surname, in the randomised order set out above.

In the event of surnames beginning with the same initial letter the subsequent letters of the surnames will be used in alphabetical order to allocate places. In the event of two identical surnames the alphabetical order of the initials of the forenames will be used. The surname and forename selected will be ‘as per birth cert’.

***WAITING LIST POLICY***

Please note that the school does not operate a Waiting List. Should a place/s become available, the Principal will contact the next eligible applicant in accordance with the admissions criteria.

***NOTES***

The size of the school dictates the internal organisation. Some classes in the school are composite classes. This has benefits for the children and parents as the class teacher will have a very good knowledge of the pupil’s strengths and weaknesses. However, it may mean that a class may be split (e.g. P2/P3, P3/P4). The composition of the classes is determined by the school.

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| **APPLICATIONS AND ADMISSIONS TO RECEPTION AND PRIMARY 1** | | | | |
| **Year** | **Total Reception Applications** | **Total Reception Admissions** | **Total Primary 1 Applications** | **Total Primary 1 Admissions** |
| **2021/2022** | **14** | **10** | **10** | **10** |
| **2022/2023** | **17** | **10** | **10** | **10** |
| **2023/2024** | **15** | **12** | **11** | **10** |