

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

The Board of Governors draw up and apply the criteria for admissions.

### **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.

The Board of Governors will apply the following criteria in the order indicated to identify which children should be admitted either at initial admission to education or on transfer from another school.

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.

- 1 Children who normally reside in the Parish of Cill Chluana and the neighbouring town of Markethill, radiating out from St Michael's Primary School.
- 2 Other children who will have brothers or sisters, half-brothers/sisters presently enrolled at the school.
- 3 Children of permanent employees at the school.
- 4 Children with special circumstances (social, medical or security). The special circumstances must be made known at the time of application. The Board of Governors reserves the right to seek confirmation of the special circumstances from a statutory body.
- 5 Other children.

In the event of oversubscription within a criterion the deciding factor will be the proximity of the child's home to the school as measured by the shortest walking route by public thoroughfare. If two children live the same distance from the school, then final selection will be on the basis of age as established by the date of birth as it appears on the birth certificate. Children who are the eldest will be given priority.

### **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**

The school does not operate a Waiting List Policy.

### **ADMISSION P2-P7**

The Board of Governors of St Michael'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.

- 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.
- 3 Pupils regarded by the Board of Governors, on the basis of written and other evidence supplied by the parents/guardians and statutory or other agencies, as having special circumstances e.g. medical, social or security reasons.
- 4 Pupils who normally reside in the Parish of Cill Chluana and the neighbouring town of Markethill.
- 5 Pupils whose parent/guardian is presently a permanent member of the school teaching/ancillary/auxiliary staff (or who have been appointed to take up imminent employment in the school).
- 6 Pupils who have brothers/sisters, half-brothers/half-sisters, presently enrolled in the school.

In the event of over-subscription in any one of the criteria, taken in order, pupils will be selected on the basis of proximity of parents/guardians home to the school as measured by the shortest walking route by public thoroughfare. If two children live the same distance from the school, then final selection will be on the basis of age as established by the date of birth as it appears on the birth certificate. Children who are the eldest will be given priority.

<b>APPLICATIONS AND ADMISSIONS TO PRIMARY 1</b>		
<b>Year</b>	<b>Total Applications</b>	<b>Total Admissions</b>
<b>2021/2022</b>	<b>12</b>	<b>12</b>
<b>2022/2023</b>	<b>14</b>	<b>14</b>
<b>2023/2024</b>	<b>13</b>	<b>13</b>