

St Mary's Primary School
70 Arney Road
Mullymesker
Bellanaleck
BT92 2AB

Maintained Primary School

Enrolment No: 109
Admissions No: 16

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PRINCIPAL: Mrs. Helen Ingram
CHAIR OF BOARD OF GOVERNORS: Mr. Noel Cox

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

The Board of Governors of St Mary's has determined the following criteria for admission to the school. In the event of there being more applicants than places available, the Board of Governors will apply the following criteria, in the order set down below.

When considering which children should be selected for admission, the Board of Governors will only take into account information which is detailed on or attached to the application form. Parents should therefore ensure that all information pertaining to their child and relevant to the school's admissions criteria is stated on the application form or attached to it. Examples of such information include whether the child has brothers or sisters attending or previously attended the school.

ADMISSIONS CRITERIA – YEAR 1/RECEPTION

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 normally resident in Northern Ireland.

- 1 Children who reside in the Parish of Cleenish.
- 2 Children who have a sibling currently enrolled in the school.
- 3 Children who have previously had a sibling enrolled in the school. (Please attach evidence).
- 4 Children whose parent(s)/legal guardian(s) are past pupils of the school. (Please attach evidence).
- 5 Children whose parent/guardian is employed by the school.
- 6 Children from other areas.
- 7 Children who reach their 4th birthday between 2 July 2024 and 31 October 2024 (both dates inclusive): will be admitted by 31 October 2024 into Reception.
- 8 Children who reach their 4th birthday between 1 November 2024 and 31 December 2024 (both dates inclusive): will be admitted to reception on first day of the spring term.
- 9 Children who reach their 4th birthday between 1 January 2025 and 30 June 2025 will be admitted to reception on their 4th birthday.

In the event of over-subscription in the last criterion that can be applied, then selection for the remaining places will be on the basis of the initial letter of the surname as per the birth certificate, in the order set out below:-

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

The order was determined by a randomized selection of letters. In the event of surnames beginning with the same letter the subsequent letters of the surnames will be used in alphabetical order. In the event of two identical surnames the alphabetical order of the initials of the forenames as per the birth certificate will be used.

YEAR 1 ADMISSIONS – AFTER THE BEGINNING OF THE SCHOOL YEAR

If, after the beginning of the school year, the number of late applicants is greater than the number of vacant places available the same criteria as for normal Year 1 admissions will be applied.

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 LISTS

Should a vacancy arise after placement letters have been issued, all applications for admission to Primary 1 that were initially refused, new applications, late applications and applications where new information has been provided will be treated equally and the published criteria applied. This Waiting List will be in place until the end of the academic year. The school will contact parents in writing if a child gains a place in the school by this method. A child's name will be automatically added to the Waiting List. Parents should contact the school if they wish for their child to be removed from the list.

ADMISSIONS CRITERIA – YEARS 2-7

Pupils will be considered for enrolment provided that:

- (i) The school does not exceed its enrolment number as determined by the Department of Education.
- (ii) In the opinion of the Board of Governors their admission would not prejudice the efficient use of the school's resources.

Applications for admission

Applications and Admissions to Primary 1 which includes a Reception		
Year	Total Applications	Total Admissions
2021/2022	17	17
2022/2023	24	23
2023/2024	16	16