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| St Eugene's Primary School58 Fyfin RoadVictoria BridgeStrabaneBT82 9JHTel No: 028 8165 8439Fax No: 028 8165 9975E-mail: info@steugenesps.strabane.ni.sch.uk | Maintained Primary SchoolEnrolment No: 97Admissions No: 14PRINCIPAL: Miss L GormleyCHAIR OF BOARD OF GOVERNORS: Mrs C Corry |

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

The determination and approval for all admissions is the responsibility of the Board of Governors.

When selecting 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 admission’s criteria is stated on the application form or attached to it.

# ADMISSION ARRANGEMENTS 2020/2021

During the admissions procedure when applying the criteria punctual applications will be considered before late applications are considered. The application procedure opens on 7 January 2020 at 12noon (GMT) and an application submitted by the closing date of 30 January 2020 at 12noon (GMT) will be treated as a punctual application. An application received after 12noon (GMT) on 30 January 2020 will be treated as a late application. 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 current policy is to admit into the P1 class on the first day of the Autumn term those children who have reached compulsory school age, i.e. those children whose 4th birthday falls on or before 1 July 2020. Applications to have children enrolled at other times during the year will also be given consideration. The same criteria will be used on deciding in admission of such pupils. Reception children who reach their 4th birthday between 2 July 2020 and 30 June 2021 (inclusive) will be admitted on, or shortly after, the day of their 4th birthday. Reception children will attend school to dinner time only, i.e. 12.30 pm. Parents considering sending their children to this school are invited to, visit the school to see it in action and to talk to the staff. Those accepted into St Eugene’s PS will be invited to take part in an Induction Programmme in the summer term. The admission arrangements as set out in ‘A Guide for Parents’ booklet on Primary Education will be used. Application forms are available from the school or the Education Authority (Armagh) School Admissions Office.

# ADMISSIONS CRITERIA – YEAR 1/RECEPTION

The Board of Governors will apply the following criteria in the event of there being more applicants than places available, in the order set down. Priority will be given at all times to pupils regarded by the Board of Governors, on the basis of supporting evidence by parents/guardians and/or statutory agencies, as having special circumstances (medical, social, security factors). Priority shall be given to children resident in Northern Ireland.

1. Children of compulsory school age who normally reside in the Parishes of Camus, Ardstraw East and Sion Mills.
2. Children of compulsory school age from other areas.
3. Children aged 4 but who have not attained the lower limit of compulsory school age and who normally reside in the Parishes of Camus, Ardstraw East and Sion Mills.
4. Other children aged 4 who have not attained the lower limit of compulsory school age.

# SUB-CRITERIA

In the event of over-subscription in any one of the criteria taken in order, the following sub-criteria will be applied in the order set down. If over-subscribed in any one of the sub-criteria, taken in order, final selection will be set down on the basis of the closeness of the home to the school as measured by the shortest walking distance.

* 1. Children who have brothers/sisters (half-brothers/sisters) presently enrolled in the school;
	2. Children whose parent/guardian, brother/sister (half-brother/sister) are prior pupils of the school;
	3. Children whose parent/guardian is presently a permanent member of the school teaching/ancillary staff.

Applicants should note that the Board of Governors reserves the right to require such supplementary evidence as may determine to support or verify information on any form. Provision of false of incorrect information or the failure to provide information within the deadlines set by Primary Schools can result in the withdrawal of a place.

# YEAR 1 ADMISSIONS – AFTER THE BEGINNING OF THE SCHOOL YEAR

Children who apply to enter the school during the academic year will be considered using the same criteria as for Year 1.

**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**

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 list. Parents should contact the school if they wish for their child to be removed from the list.

# ADMISSIONS CRITERIA – YEARS 2-7

The following criteria will be applied in the order set down 1-2.

1. A pupil will be considered for enrolment provided that the school will not exceed its enrolment number as determined by the Department of Education.
2. A pupil may be accepted provided that in the opinion of the Board of Governors, its admission would not prejudice the efficient use of the school's resources.

Pupils will be accepted in order of application. If over-subscribed on this criterion, children will be selected on the basis of the following Sub-Criteria applied in the order set down:

* 1. P2 children before P3, P3 before P4, etc.
	2. Shortest walking distance between home and school.

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| **Applications and Admissions to Primary 1** |
| **Year** | **Total Applications** | **Total Admissions** |
| **2017/2018** | **8** | **8** |
| **2018/2019** | **4** | **4** |
| **2019/2020** | **4** | **6** |