

**ST JOSEPH'S PRIMARY SCHOOL
8 KNOCKBRACKEN DRIVE
CARRYDUFF
BELFAST BT8 8EX**

MAINTAINED PRIMARY SCHOOL

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Website: www.stjosephscarryduff.com

Principal: Mr D Donnelly

Chairperson of Board of Governors: Mrs P Neeson

Admissions No. 60

Enrolment No. 436

Respective Functions of the Board of Governors

The Board of Governors draws up the admissions criteria and delegates the responsibility for applying these criteria to the Principal to select children for admission to Primary 1 in September 2019.

Open Day (Parents)

There will be an Open Morning for parents considering application to the school. This will take place on Monday 17th December 2018 between 9:15am – 11:30am. The Principal will address parents at 9:30am in the School Hall.

Induction Day (Parents and Pupils)

New Year One pupils and parents/ guardians are invited to meet staff on Thursday 23rd May 2019. Further details will be provided in due course.

Applications

Children who are not normally resident in Northern Ireland at the time of the proposed admission will not be considered for places until all applications from children residing in Northern Ireland have been dealt with.

The Board of Governors has determined that, in the event that there are more applicants than the places available, the following admissions criteria will be applied to select for the available places. The criteria will be applied in the order listed.

Admissions Criteria for St Joseph's Primary School

Parents should note that the deadline for providing new information for inclusion on their child's application form is Monday 25th March 2019 not later than 4pm.

- 1 Children of compulsory school age who have siblings i.e. defined as 'a child of the family' currently enrolled in St Joseph's Primary School (i.e. any year group from P1 to P7 inclusive). This includes children who are adopted, fostered and children of either party from a previous marriage/relationship.
- 2 Children who are a Looked After Child (LAC), defined by the Children NI Order 1995 as children who are in the care of a Trust or who are provided with accommodation by the Trust.
- 3 Children of compulsory school age who normally reside in the upper end of the parish of Drumbo and Carryduff, which lies on the Carryduff side of Knockbracken Healthcare

Park gates (includes Knockbracken Road, Brackenwood Crescent & Drive and excludes Bracken Hill, all areas on the Carryduff side of a line drawn as the crow flies between the junction of Old Saintfield Road and Saintfield Road and the junction of Ballycoan Road and Mill Road West).

- 4 Children of compulsory school age who reside in other parts of the parish of Drumbo & Carryduff.
- 5 Children of compulsory school age from outside the parish of Drumbo & Carryduff

In the event of over-subscription in any one of the above criteria selection will be on the basis of the following tie-breaking method applied in the order set down.

Tie-breaking Method

(a) Pupils will be selected for admission on the basis of the initial letter of their surname (as entered on the birth certificate) in the order set out below:

U M c L V O' Z Q G I C Y W F Mac P X H O T J B M K D A S N R E

This order was determined by a randomised selection of letters of the alphabet. In the event of surnames beginning with the same initial letter the subsequent letters of the surname will be used in alphabetical order. In the event of two identical surnames the alphabetical order of the letters of the forenames will be used to determine selection.

- (b) If it is not possible to distinguish between applicants, places will be allocated on the basis of chronological age (oldest first).
- (c) If it is still not possible to distinguish between applicants, places will be allocated by drawing lots.

When considering which children should be selected for admission, the Board of Governors will only take into account information which is detailed on the online application. Parents should therefore ensure that all information pertaining to their child and relevant to the school's admissions criteria is stated on the online application. An example of such information includes whether the child has siblings at the school

Please note, applications for primary school places should be completed online through the Education Authority's admissions portal. The portal will open for parents to complete an online application on Wednesday 2nd January 2019 at 10:00am. The closing date for the receipt of punctual applications is 12:00 midnight on Thursday 31st January 2019. Documentation submitted in support of your application e.g. your child's birth certificate, should be provided directly to the school not later than 12 noon on Friday 8th February 2019.

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

Applications for admission to P1 for September 2019 before the start of the school year.

Letters will be issued on Thursday 9th May 2019 advising parents of the primary school in which their child has been placed/not placed. After this date, all applications for admission to Year One that were initially refused, late applications, applications where new information has been provided and new applications received will be treated equally and the criteria as listed above will be applied. Your child's name will be added to this list automatically and, if a place becomes available, the school will contact you in writing. This waiting list will be in place until **31st August 2019**.

Parents must inform the school in writing if they wish to have their child's name added to a new waiting list which will take effect from 1st September 2019. Should parents wish to have their child's name retained on the Waiting List indefinitely, they must inform the school of that in writing at the start of each subsequent new school year i.e. 2020, 2021, 2022 etc.

Applications for places in P1-P7 after the start of the school year i.e. from 1st September 2019

If a vacancy arises, and provided no class from P1-P4 exceeds 30 pupils, the Admissions Criteria will be applied to select pupils from the waiting list. It is the parents' responsibility to inform the school in writing that they wish to have their child's name added to the waiting list.

Applications for Admission

	Total Applications (inc further preferences)	Total Admissions
2016/17	66	60
2017/18	72	67
2018/19	87	84