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| **St Brigid’s Primary School (Glassdrummond)**  **63 Glassdrummond Road**  **Crossmaglen**  **Newry**  **BT35 9DY**  **Telephone No: (028) 3086 1514**  **Fax No: (028) 3086 0363**  **Email: mkeating196@c2kni.net** | **Maintained Primary School**  **Enrolment Number: 198**  **Admissions Number: 28**  **PRINCIPAL: Mrs M Keating BEd PQH**  **CHAIR OF BOARD OF GOVERNORS: Mr Brian Greer** |

***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***

During the admissions procedure when applying the criteria punctual applications will be considered before late applications are considered.   The application procedure opens on 10 January 2022 at 12noon (GMT) and an application submitted by the closing date of 28 January 2022 at 12noon (GMT) will be treated as a punctual application.   An application received after 12noon (GMT) on 28 January 2022 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.

If the school's admission 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 2022); then

ii those who reach their fourth birthday between 2 July and 1 September 2022 (both dates inclusive); - to be admitted on 1 September 2022.

iii those who reach their fourth birthday thereafter, to be admitted the Monday following their birthday.

Children in categories ii and iii will only be selected for admission if places are not filled by children in earlier categories.

The school will continue to admit children not of compulsory school age as above unless the Department determines that such children will be zero-rated for funding purposes.

***ADMISSIONS CRITERIA***

When considering which children should be selected for admission, the Board of Governors will only take into account information which is detailed on the application or provided directly to the school. Parents/Guardians should therefore ensure that all information pertaining to their child and relevant to the school’s admissions criteria is stated on the application or provided directly to the first preference school. Examples of such information include whether brothers or sisters are presently enrolled or previously attended St Brigid’s Primary School.

Priority will be given to applicants that nominate St Brigid’s Primary School as their first preference for their child.

In selecting children for admission children resident in Northern Ireland at the time of their proposed admission will be selected for admission to the school before any child not so resident.

The Board of Governors will apply the following criteria in the order indicated to determine which children should be admitted to primary one.

1 Children of compulsory school age.

2 Children who will have a brother/sister including half/step/adopted in attendance in 2021/2022 school year or previously attended the school.

3. Children who, at the date of their application, are the eldest child of the family and live within the parish of Upper Creggan.

4. Children of employees of St Brigid’s Primary School currently living within the Parish of Upper Creggan.

5. Children with **exceptional circumstances** (social, medical or security) that necessitate admission to St Brigid’s Primary School, Glassdrummond rather than any other primary school. The exceptional circumstances should be personal to the child and must be supported by independent and appropriate documentation, providing evidence of the circumstances being described as exceptional. The Board of Governors has a duty to verify any claim for Exceptional Circumstances therefore the specified Exceptional Circumstances must be made in writing at the time of application and must include written evidence from a paediatrician, medical specialist or social worker .The acceptance of Exceptional Circumstances is at the discretion of the Board of Governors.

6. Tie Breaker: The remaining places will be allocated on the basis of initial letter of the child’s

surname (**as entered on birth certificate**) in the order set out below:

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

This order was determined using random name generator website: [www.transum.org](http://www.transum.org).

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 initials of the forenames will be used.

***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.

All applications for a school place must be supported by verification details of:

1. Address supported by **two utility bills (for instance gas, electricity, television licence, telephone), bank or building society statements** which shows address at which the child is residing.

Note: Utility bills must be current – within **six months of the closing date of primary one application.**

1. Child’s birth certificate.

The above documentary verification of address and date of birth to be provided with the application.

If the requested evidence is not provided to the Board of Governors by the deadline given, this will result in thewithdrawal 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 above admissions criteria will also apply to admissions to Primary 2 to Primary 7.

***WAITING LIST POLICY***

Should a vacancy arise after the date of issue of placement letters by St Brigid’s Primary School, all applications for admission to P1 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 30th June 2022.

The school will contact you in writing if your child gains a place in the school by this method. Your child’s name will automatically be added to the list. Please contact the school if you wish for your child’s name to be removed from the list.

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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** |
| **2019/2020** | **-** | **-** | **34** | **34** |
| **2020/2021** | **-** | **-** | **23** | **23** |
| **2021/2022** |  |  | **31** | **31** |