

St Patrick's Primary School
Loughgall Road
Armagh
BT61 7NN

Maintained Primary School

Enrolment Number: 505
Admissions Number: 72

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Website: www.stpatricksp.sarmagh.com

PRINCIPAL: Mr Sean McKinley
CHAIR OF BOARD OF GOVERNORS: Mrs Anne Murphy

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 the criteria for admissions. Any reference herein to the term Board of Governors, includes any Sub-Committee appointed for the purposes of applying the admissions criteria.

OPEN AFTERNOON SESSIONS

We will host Open Afternoon sessions for prospective parents from **1.30 - 3.00pm** on **both Wednesday 10th and Thursday 11th January 2024**.

ADMISSIONS PROCESS

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 EA's online portal for Primary 1 applications opens on 9 January 2024. As part of the EA's Digital Admissions Application process for 2024-25, for those parents who nominate **St. Patrick's Primary School** as their **first preference school**, an original, full birth certificate for each child applying for a place in Primary 1 in September 2024 should be provided. This can be uploaded to the EA Parent Portal or provided directly to school **on/before 4.00 pm (GMT) on 31st January 2024**.

(Any additional supporting documentation relating to a child's application should also be provided directly to school on/before this date.)

ADMISSIONS CRITERIA

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. 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 submitted at the time of application:

Priority will be given to children who will have attained compulsory school age at the time of their proposed admission, (*i.e children born on or between 2 July 2019 and 1 July 2020*) having reached their fourth birthday.

In accordance with the School Age (NI) Act – April 2022, equal consideration will also be given to those children whose parents deferred commencing Primary 1 in September 2023 (*i.e children born on or between 1 April 2019 and 1 July 2019*. Any child who was born before 1 April 2019 but who was due to be born **on or after 1 April 2019** if born at term.)

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.

ORDER OF CRITERIA:

1. Priority will be given to children who reside in St Patrick's Cathedral Parish, Armagh.
2. Children who, at the date of their application, have a child of the family in attendance during the 2023/2024 school year.
3. Children who, at the date of their application, have a child of the family who previously attended the school.
4. Children who are defined as a Child Looked After (CLA) as defined by the Children (NI) Order 1995.
5. Preference will be given to children with exceptional circumstances (medical, social or other problems) that necessitates admission to St Patrick's Primary School, Armagh rather than any other primary school. The circumstances should be personal to the child and must be supported by independent and appropriate documentation, providing evidence of the circumstances being described as being exceptional. The exceptional circumstances must be made known at the time of application.
6. Remaining places will be allocated according to the basis of the initial letter of the child's surname as recorded on the child's birth certificate, in the order set out below:

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

This order was determined by randomised selection of letters (selection with a clear audit trail).

In the event of surnames beginning with the same letter, the subsequent letters of the surname will be used in alphabetical order. Should 2 children have the same surname, the alphabetical order of the first Christian name, as recorded, will be the deciding factor. (Criterion 6 will also be used in the event of oversubscription within any other criterion).

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 LIST POLICY

The school's policy on the consideration of applications to Primary One after the open enrolment procedure concludes is available from school directly. Similarly, the school operates a Waiting List in respect of applications to Years 2-7.

ADMISSION TO P2 – P7

The school will admit any pupil provided all of the following are fulfilled:

1. A pupil will be considered for placement provided the school enrolment number will not be exceeded.
2. Preference will be given to those children who reside in St Patrick's Cathedral Parish, Armagh.
3. Consideration will be given to the number of children in the class to which applications are being made. Preference will be given where admission will not cause the class size to exceed 30 children.
4. A pupil will be refused admission where the Board of Governors is of the opinion that the admission of the child to the school would prejudice the efficient use of resources. (Article 13(5) Education (NI) Order 1997).
5. Where a limited number of places exist, preference will be given to those who make earliest application.

APPLICATIONS AND ADMISSIONS TO PRIMARY 1		
Year	Total Applications	*Total Admissions
2021/2022	61	56
2022/2023	42	42
2023/2024	49	47

****Admissions Number does not include Primary 1 age children enrolled within our Learning Support***