

St Mary's Primary School (Banbridge)  
Reilly Park  
Banbridge  
Co. Down  
BT32 3DJ

Maintained Primary School

Enrolment Number: 500  
Admissions Number: 75

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PRINCIPAL: Mr D O'Hagan

CHAIR OF BOARD OF GOVERNORS: Mr Damian Scullion

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### **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.

### **ADMISSIONS CRITERIA**

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 resident in Northern Ireland at the time of their proposed admission to the school before those who are not so resident.

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.

- 1 Children who have listed St Mary's Primary School as their first preference.
- 2 Children who will have brothers or sisters, (half-brothers/half-sisters) attending the school in the 2023/2024 school year.
- 3 Children for whom the school is the nearest maintained primary school to the child's home as measured by Google Maps UK walking distance.
- 4 Children with exceptional circumstances (medical, social or other problems) that necessitate admission to St Mary's Primary School, Banbridge, rather than any other primary school. The Board of Governors has a duty to verify any claim for Exceptional Circumstances therefore the exceptional circumstances must be made in writing at the time of application and must include written evidence for e.g. from a GP, Social Worker, Employer
- 5 The remaining places will be allocated on the basis of the proximity of the child's home to the school, priority being given to those living nearest to the school as measured by Google Maps UK walking distance.

If the final places to be allocated have identical measurements, as identified by Google Maps UK walking distance, selection will be on the initial letter of the child's surname (as entered on the birth certificate) in the order set out below.

**CFQNXHDJZWGYAVKMUPISTROBEL**

This order was determined by a random selection of letters of the alphabet (selection with a clear audit trail). In the event of surnames beginning with the same letter the subsequent letters of the name will be used in alphabetical order. In the event of two identical surnames the order of the initials of the forenames will be used, and if necessary the subsequent letters of the forenames.

Criterion 5 will also be used to discriminate within any oversubscribed 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***

Should a vacancy arise after the issue of placement letters, 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 remain in place until the end of the academic year.

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

### ***ADMISSION TO P2-P7***

Pupils will be admitted to P2-P7 provided their admission does not lead to the enrolment number being exceeded and provided such admission is without prejudice to the efficient use of any resources. In the event of over subscription the same admissions criteria will be applied as for admission to P1.

A maximum class size of 30 pupils will apply in all classes from P1-P7.

### ***WAITING LIST FOR P2-P7***

In the case of unsuccessful applicants to years 2-7, the parents of each unsuccessful applicant must indicate whether or not they wish their child's name to be added to the school's waiting list. The waiting list will apply to all applications received by the school between 1 September 2024 and 31 August 2025 for admission to years 2-7. If a place becomes available between these dates the years' 2-7 admissions criteria will be applied to all applicants on the waiting list equally in order to determine which pupil is next in line for admission. Names will remain on the waiting list until the end date specified. In order to remove your child's name from the list before the end date specified, or to request that your child's name is retained on the list after the end date specified, parents should contact the school directly. The school will contact parents in writing if their child gains a place in the school through this method.

<b>APPLICATIONS AND ADMISSIONS TO PRIMARY 1</b>		
<b>Year</b>	<b>Total Applications</b>	<b>Total Admissions</b>
<b>2021/2022</b>	<b>66</b>	<b>62</b>
<b>2022/2023</b>	<b>60</b>	<b>60</b>
<b>2023/2024</b>	<b>64</b>	<b>64</b>