

**St Patrick's Primary School**  
**22 Racecourse Road**  
**Pennyburn**  
**DERRY**  
**BT48 7RD**

**Catholic Maintained**  
**Co-Educational**  
**Range 4-11**  
**Roll: 719**

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**Enrolment No: 930**  
**Admissions No: 133**

**Principal: Mr Eamonn Devlin**  
**Chairperson: Mrs Siobhan Quinn**

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

The Board of Governors has delegated to an Admissions Sub-Committee which includes the Principal, the task of applying the 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. Parent(s)/Guardian(s) should therefore ensure that all information pertaining to their child and relevant to the school's admission criteria is stated on the application or provided directly to the school.

### **ADMISSIONS CRITERIA – YEAR 1**

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.

In the event of over-subscription, criteria will be applied in the order set down (1-4) by the Board of Governors of St Patrick's Primary School, Pennyburn, in selecting children for admission to Year 1 in September. Preference will be given to children with exceptional circumstances (medical, social or other problems) that necessitate admission to St Patrick's Primary School 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.

**Priority will be given to children who have attained compulsory school age at the time of 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 to be treated equally).**

**Priority shall also 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.**

1. Children who have brothers/sisters, half-brothers/half-sisters/foster children with identical addresses presently enrolled in St Patrick's Primary School.
2. Children who normally reside in the Parish of the Three Patrons (St Patrick's, St Brigid's and St Joseph's).
3. Applicants who are a Child Looked After (CLA).
4. Children from other areas.

In the event of over-subscription in any one of the criteria, taken in order, selection will be on the basis of rank order of age, i.e. oldest child first.

In the event of over-subscription in the last criterion which can be applied, then selection for all places remaining in this category will be on the basis of the initial letter of the surname, as per the birth certificate, in the order set out below:

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

This order was determined by a randomized selection of letters. In the event of surnames beginning with the same 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 forename as per the birth certificate 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 applicant's 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**

**The school's policy on the consideration of applications after the Open Enrolment Admissions procedures concludes on 25 April 2024 is available directly from the school. Should a vacancy arise, the above criteria will be applied to select pupils from our waiting list.**

### **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.

### **ADMISSIONS CRITERIA – YEARS 2-7**

The Board of Governors has determined that the following admissions will be applied, in the order set down, to any applicant seeking admission to Years 2 to 7.

Pupils will be considered for enrolment provided that:

- (i) the school would not exceed its enrolment number; and
- (ii) in the opinion of the Board of Governors their admission would not prejudice the efficient use of the school's resources.

If there are more applicants for any of the above criteria than places available, then the following sub-criteria will be applied in the order set down:

- (a) children who have brothers/sisters, half-brothers/sisters and foster children with the same address presently enrolled in the school;
- (b) children who normally reside in the Parish of the Three Patrons;
- (c) all other pupils.

In the event of over-subscription in any one of the above sub-criteria, selection for the available places will be on the basis of rank order of age i.e. oldest child first.