



PRIMARY ADMISSIONS POLICY 2017

ADMISSIONS CRITERIA

Respective Functions

The Board of Governors has drawn up the school's admissions criteria and has delegated to the principal its function and responsibility in relation to the application of the criteria and the admission of pupils to the school.

Admissions Criteria

Only children of compulsory school age (children born on or between 2nd July 2012 and 1st July 2013 inclusive) will be admitted to the school. In the event of the school being over-subscribed the Governors will select children for admission to Primary 1 using the admissions criteria set out below. The criteria will be applied in the order in which they are set down.

When so applying the criteria, should the number of children who satisfy the requirement of any criterion exceed the number of places still available within the school's admissions number, the remaining criteria (ie those not yet applied) will be applied successively and in the order set down, to the group of children who satisfied the criterion which caused the number of places available to be exceeded, until all of the available places have been allocated.

- 1 Children who will have a brother, sister, half-brother and/or half-sister enrolled in the primary school during the school year 2017/2018. (Indicate name and year group)
- 2 Children who attended the nursery unit of the school in the school year 2016/2017.
- 3 Children who are the eldest or only child in the family.
- 4 Children whose parents or siblings have previously attended Fane Street Primary School. (Indicate name and dates of attendance on the application form)
- 5 Children who reside with their parents in the area closest to the school, on the date of application. Proximity will be determined between the front gate of the school and the child's residence as measured on Google maps travelling by car.

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 stated on the application form or attached to it. Examples of such information include whether the child is the eldest child/has brothers or sisters attending the school.

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 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

Should a vacancy in Primary 1 arise after the date specified by the Education Authority for the issue of placement letters, all applications 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 be in place until 30 June 2018.

APPLICATION OF CRITERIA

Processing Applications

The following procedures will be followed in relation to the receipt and processing of applications for admission:

- We will note date & time of receipt on application form. This is important as if it is discovered that a parent has lodged more than one application form then the first application lodged will normally be treated as the formal expression of parental preference and all other applications will not be considered.
- The closing date for receipt of applications is **12 noon on Wednesday, 11 January 2017**. Punctual applications (i.e. those received by this date), will be given priority consideration in the admissions process over any application received after this date. Late applications will be marked 'late' at the top of the form and cannot be dealt with until all punctual applications have been considered.
- We must admit **all** pupils eligible to enter Y1 whose parents indicate that this is their preference unless the school's admissions number is exceeded (this includes late applications).
- If we subsequently become oversubscribed due to receiving further preferences the 'late' applications are first to be displaced.
- Parents will be notified of their child's placement before Thursday 27 April 2017 when letters are posted by the school.
- It is important that Boards of Governors carefully record how decisions are reached to identify the children to be admitted or not to be admitted as this information will be required in the event of a parent lodging an appeal.

ENTRY TO THE SCHOOL

Initial Procedures

- Children will be sent relevant booklets along with their acceptance letter
- Teachers will carry out individual twenty minute interviews with parents at the end of May (Procedure as for Parent Interviews in October and April). If possible a CA will provide help with form filling near the Interview Room
- A 'Meet and Greet' Session will be held in June to which parents and children are invited

Process

Children will be phased into school using the following Criteria:

- *September 2017 (P1)*
 1. Children will be phased in initially in a group of six with two children each day thereafter until the whole class is in attendance. This process will take approximately one week, depending on class size.
 2. Pupils will attend from 08.45 until 12.00 for the first two weeks
 3. The children will stay for school lunches from week three leaving at 13.00
 4. The pupils will attend for the full school day by week five
- *Any other time during the school year*

If a child is coming from another UK School, there will be no need for phased entry.

Taking into account the child's previous experience, phased entry in any class can be:

1. The pupil will attend from 08.45 until 12.00 for the first week
2. The child will stay for school lunches from week two leaving at 13.00
3. The pupil will attend for the full school day by week three

This process may be shortened at the teacher's discretion. If – for any reason – the process needs to be extended, it will be discussed with the principal who will, in turn, discuss with the School's EWO.