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

The Board of Governors draws up the admissions criteria and delegates responsibility for applying the admissions criteria to an Admission Sub-Committee, which includes the Principal. Any reference herein to the term The Board of Governors includes any Sub-Committee appointed by the Board of Governors for the purpose of applying the admissions criteria.

ADMISSION PROCEDURE

The Board of Governors will seek to reflect in the total number admitted to the school a balance between the two main traditions in Northern Ireland such that at least 40% of the pupils entering P1 are of Catholic tradition and at least 40% are of the Protestant tradition. In order to achieve this, places will be allocated as follows:

- 1 Protestant tradition 40%
- 2 Catholic tradition 40%
- 3 Other: to a maximum of 20%

The criteria set out below will be applied to each of the above categories separately. If there are fewer applications than places available in any one category then the balance of places will be divided equally between the remaining two categories. Should an odd number of places remain then the additional place will be allocated to the category which has the greater number of applicants. If there are fewer applicants than places in two categories then both balances will be awarded to the remaining category.

The religious affiliation of a student will be decided by either:

Information supplied to the school by the applicants parents(s) either directly or on the school's own pre-enrolment form OR the category of primary school which the child previously attended where the child has previously attended a Primary School.

NB: Parents seeking admission for their children are invited to complete the school's own pre-enrolment Information Form as well as the Education Authority's application form to determine balance. The Board of Governors will use the information provided either on the school's own pre-enrolment Information Form or on the Education Authority's application form to determine balance. It is essential therefore that it be correctly completed.

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 or attached to the application form. Parents should therefore ensure that all information pertaining to their child and relevant to the school's admission criteria is stated on the application form, or attached to it.

In the event that there are more applicants than places available in any of the three categories described, the Board of Governors has determined that the following criteria shall be applied to the applicants in that category. The criteria, as set out below, will be applied progressively until the last available place in that category has been allocated.

1. Children who have a brother / half brother or sister /half sister including those fostered or adopted or children living under a residency order in a family where other children of the family are currently attending the school.
2. Children attending the Phoenix Integrated Nursery Unit.
3. Children who have a brother / half brother or sister /half sister including those fostered or adopted or children living under a residency order in a family where other children of the family have previously completed at least 5 years of education at Phoenix Integrated Primary School & Nursery Unit.
4. Children whose parents/ guardian is a permanent employee of the school, or are a current member of the Board of Governors.
5. Children (of parents) who name Phoenix Integrated Nursery Unit as their first preference but did not get a place.
6. Children from a mixed marriage/ union i.e. where parents/ guardians are from two main traditions i.e. Catholic, Protestant.
7. Children who are eldest child.
8. Chronological age starting with the oldest.

9. Remaining places will be allocated for admission on the basis of initial letter of surname in the order set out below which was determined by a randomised selection of letters of the alphabet.

AXJQMTYHOVECFLBGWNZKIDUPRS

In the event of surnames beginning with the same initial letter the subsequent letters of the surnames 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.

The surname selected will be “as per birth certificate”.

DUTY TO VERIFY

The Board of Governors **reserves the right to request such supplementary evidence** as it may determine to support or verify information on any 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.

To enable the Board of Governors to verify addresses, all applicants, if requested, should provide any two of the following four documents:

- A bank or building society statement which shows the address at which the child is resident;
- A utility bill (for instance, electricity, gas, Television Licence, telephone) which shows the address at which the child is resident;
- A letter awarding Child Benefit to the child or another letter relating to this benefit;
- The child’s Medical Card.

WAITING LIST POLICY

Should a vacancy arise after 26 April 2018 all applications for admission to the Primary One 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 2019. The school will contact you in writing if a child gains a place in the school by this method.

Your child’s name will not be automatically added to the list. **Please inform the school in writing if you want your child’s name added to the list.**

ADMISSION TO P2 – P7

- 1 A pupil will be considered for enrolment provided that the school will not exceed its enrolment number determined by the Department of Education.
- 2 And in the opinion of the Board of Governors their admission would not prejudice the efficient use of school resources.

| Applications and Admissions to Primary 1 | | |
|---|---------------------------|-------------------------|
| Year | Total Applications | Total Admissions |
| 2015/2016 | 31 | 31 |
| 2016/2017 | 25 | 25 |
| 2017/2018 | 40 | 30 |