
Respective Functions of the Board of Governors

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.

Admissions Criteria

*Applicants should note that where an address contained within an application qualifies it for admission, then that address will be verified. To enable the Board of Governors to verify **addresses**, all applicants should provide **any two of the following four documents with their application:***

- *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;*
- *driving licence.*

This is in addition to the standard requirement to provide a Birth Certificate in order to demonstrate whether or not a child is of compulsory school-age.

Original documents are required and not facsimiles or photocopies. These documents are to be presented with an application. They will be photocopied and returned at a later date. Copies will be retained only until the admissions procedure (including Appeals Tribunals) is complete. Please note that it is the responsibility of those completing the form to ensure that all information relevant to the school's admissions criteria is included on the application form.

The Board of Governors has determined that the following criteria shall be applied, in the order set down, in the event of the number of pupils applying for places in Year 1 exceeding the school's admission number.

Year 1 Intake

- 1 Children of compulsory school age, with a member of their family* enrolled in the school at 30 January 2019.
 - 2 Children who are enrolled during the 2018/19 school year at Kilmaine Primary School Nursery Unit.
 - 3 Children of compulsory school age whose parent or grandparent is employed at the school, or is a member of the Board of Governors at the closing date of application.
 - 4 Children of compulsory school age, whose brother/sister is a former pupil of the school.
 - 5 Children for whom Kilmaine Primary School is the closest controlled primary to their permanent address. This will be measured by Google Maps on the basis of radial distance from their home address to the front gate of Kilmaine Primary School.
 - 6 Children of compulsory school age whose parent is a former pupil of the school.
 - 7 Children of compulsory school age.
- * A member of family will be defined as brother, sister, half brother, half sister, step brother, step sister, foster brother or foster sister.

Admissions criteria for entry September 2019

NB In the event of over-subscription in any one of the criteria 1-7 above, the following sub-criterion will be applied: Using Google Maps 'children who live closest to the school, as measured on the basis of radial distance from their home to the school's front entrance gate, will be given priority'. Where 2 or more children live equal distance from the school final selection will be by lot.

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 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

Your child's name will not be automatically added to the list. Please contact the school in writing if you wish your child's name to be on the list. Should a vacancy arise after 9 May 2019 all applications for admissions to Year 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. The waiting list will be in place until the last day of June 2020. The school will contact you in writing if your child gains a place in the school by this method.

Year 2-Year 7 Intake

Providing that the enrolment of a child does not cause the school's enrolment number to be exceeded and, admission of the child would not:

- (i) prejudice the provision of efficient education or;
- (ii) prejudice the efficient use of the school's resources,

the child will be admitted.

In the event that the number of applications exceeds the number of available places, the following criteria shall be applied to a waiting list, in the order set down. It is the parents' responsibility to inform the school in writing each year if they wish to have their child's name included on the waiting list.

- 1 Children of compulsory school age whose parent or grandparent is employed at the school, or is a member of the Board of Governors at the closing date of application.
- 2 Children whose family** member previously attended the school.
- 3 Children of compulsory school age.

** A member of family will be defined as mother, father, step mother, step father, brother, sister, half-brother, half-sister, step brother, step sister, foster brother or foster sister.

NB In the event of over-subscription in any one of the criteria 1-3 above, the following sub-criterion will be applied: 'children who live closest to the school, as measured by the radial distance from their home to the school's front entrance gate'.

Applications for Admission

	Total Applications (inc further preferences)	Total Admissions
2016/17	96	88
2017/18	86	84
2018/19	100	90