

Hazelwood Integrated Primary School  
242 Whitewell Road  
Newtownabbey  
BT36 7EN

Grant Maintained Integrated School  
Co-educational

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Enrolment No: 406  
Admission No: 58

Principal: Patricia Murtagh  
Chair of Board of Governors: Drennan McBride

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### **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**

The criteria set out below will be applied to applicants from Roman Catholic and Protestant/other Christian backgrounds. We will reserve 20% of places for others who may be from a 'mixed tradition' background, from a different religious/ethnic grouping or from those of no religious affiliation

Children of compulsory school age only will be admitted. **The Admissions Committee must know about the religious background and other details relating to criteria of all applicants, and as this information is not asked for on the Open Enrolment form, it is essential that parents contact the school directly and complete the school's own Pupil Information Form.**

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/Pupil Information 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 on the paperwork which is submitted to the school eg eldest child/has brothers or sisters attending the school. As the application process is an on-line procedure such paperwork, including verification documentation, must be submitted to the school by February 8<sup>th</sup> 2019.

Hazelwood welcomes children with identified special needs as long as the specific needs of the child can be met by the existing resources within the setting. If during the year it becomes evident that a child has additional needs then the SENCO becomes involved and in conjunction with outside agencies these needs will be assessed and appropriate support sought.

The Admissions Committee will list all applicants in order of priority by selecting those who fall into the following categories in the order set out below.

- 1 Children who attend Hazelwood Integrated Nursery School.
- 2 Children who have a sibling/half-sibling, foster sibling, adopted sibling, step sibling and/or other children living permanently in the same home, who currently attends Hazelwood Primary/Nursery or who will attend in September 2019. **(Indicate name and year group)**
- 3 Siblings of past pupils of Hazelwood Integrated Primary within the last seven years. **(Indicate name and dates of attendance)**
- 4 Children who applied for Hazelwood Integrated Nursery as first choice in the previous school year and were unsuccessful due to over subscription.
- 5 Eldest child in the family. This is subject to satisfying verification as set out below:

*The verifying letter must state that the child is the eldest child and that the family are known to the verifier. It must be written on headed notepaper, attached to the P1 application form and signed by one of the following who is not a member of the applicant's family:*

- a medical practitioner
- a solicitor
- a clergyman or equivalent
- a nursery/pre-school/private day-care provider

6 Parents who have demonstrated a commitment to integrated education in the following way:

- a Siblings of children who currently attend Hazelwood Integrated College. **(Indicate year group)**

If over-subscribed in any of the above criteria, taken in order, final selection will be on the basis of the initial letter of the surname in the order set down below. The surname used will be as registered on the birth certificate or as subsequently legally changed and documented.

**B Mc W C N T E H M G P A D X Z Q J K L R I F Y O S V U**

The order was determined by random selection.

In the event of surnames with the same initial letter the subsequent letter of the surname will be used in alphabetical order.

In the event of two identical surnames the alphabetical order of the initial letter of the first forename as registered on the birth certificate will be used. In the event of first forenames beginning with the same letter the subsequent letters of the forename 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 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***

Children who are unsuccessful in this admission process will have their name automatically placed on a waiting list in line with the ordered criteria and the randomized letters above. Applications received after 31<sup>st</sup> January 2019 will be placed at the end of the list. Should a vacancy arise after May 9<sup>th</sup> 2019 we will contact families on the list in order of placement (while continuing to maintain our religious balance). This waiting list will remain valid until 30 June 2020. Please contact the school if you wish your child’s name to be removed from the list.

**P2 – P7 Admissions Criteria available from school.**

***Applications and Admissions to Primary 1***

Year	Total Applications ie All Preferences	Total Admissions
<b>2016/17</b>	67	60
<b>2017/18</b>	61	60
<b>2018/19</b>	63	61