

St Conor's Primary School (Omagh)

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Maintained Primary School

Enrolment No: 408

Admissions No: 58

PRINCIPAL: Mrs Katrina McGettigan

CHAIR OF BOARD OF GOVERNORS: Mr P Doherty

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

The Board of Governors, have delegated to an Admissions Sub-Committee the task of selecting pupils for admission. The Sub-Committee consists of the Principal and two other Governors.

The following criteria will be applied in the order set down by the Board of Governors of St Conor's Primary School, Omagh in selecting children for admission to Year 1 in the event of the number of pupils applying for places being greater than the admissions number. Priority shall be given to children resident in Northern Ireland.

Priority will be given, in the application of each criterion, to pupils regarded by the Board of Governors, on the basis of supporting evidence from parents/guardians and/or statutory agencies as having special circumstances, (ie medical or social).

### ADMISSIONS CRITERIA – YEAR 1

- 1 Children of compulsory age who have brothers, sisters, half-brothers or half-sisters enrolled at the school at the time of application (including those children due to begin St Conor's Primary School/Nursery School on 1 September 2017).
- 2 Children whose parent/guardian, brother/sister, half or step-brother/sister is employed at the school or is a member of the Board of Governors of the school at the time of application (including those due to begin St Conor's Primary School/Nursery School on 1 September 2018).
- 3 Children of compulsory school age transferring from the school's Nursery Unit.
- 4 First child in the family.
- 5 Children of compulsory age who have had a family member enrolled at St Conor's in the past (considered in the following order):
  - (i) Children whose older brother/sister, step or half-brother/sister attended the school.
  - (ii) Children whose mother/father/guardian attended the school.
- 6 Other children of compulsory age.

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 revised order set out below: -

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

The order was determined by a randomised selection of letters of the alphabet. In the event of surnames beginning with the same 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 as per the birth certificate will be used.

### YEAR 1 ADMISSIONS – AFTER THE BEGINNING OF THE SCHOOL YEAR

The criteria for selecting pupils seeking admission to Year 1 after the beginning of the school year shall be the same as for Year 1, as outlined above. However the school shall not cause or permit the number of registered pupils to exceed the school's admission number as determined by the Department of Education.

### 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

Should a vacancy arise after placement letters have been issued, all applications for admission 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 the end of the academic year. The school will contact parents in writing if a child gains a place in the school by this method. A child's name will be automatically added to the list. Parents should contact the school if they wish for their child to be removed from the list.

### ADMISSIONS CRITERIA – YEARS 2-7

The following criteria will be applied in the order set down below to all pupils seeking admission to Years 2 to 7. However the school shall not cause or permit the number of registered pupils to exceed the school's admissions number as determined by the Department of Education.

- 1 Pupils for whom their admission would not, in the Board of Governors opinion, prejudice the efficient use of the school's resources.
- 2 Pupils for whom their admission would not, in the opinion of the Board of Governors, prejudice the provision of efficient education in the school.

In the event of there being more satisfying the last criteria which can be applied then the following sub-criteria shall be used:-

- (a) The order of application.
- (b) Shortest walking distance between home and the school.

<b>Applications and Admissions to Primary 1</b>		
<b>Year</b>	<b>Total Applications</b>	<b>Total Admissions</b>
<b>2015/2016</b>	<b>57</b>	<b>55</b>
<b>2016/2017</b>	<b>53</b>	<b>53</b>
<b>2017/2018</b>	<b>54</b>	<b>54</b>