

St. Teresa's Primary School Lurgan



Admissions Policy

Reviewed and updated in the autumn term annually

School Year 2022-23

Introduction

The Board of Governors of St Teresa's Primary School applies the regulations on admissions fairly and equally to all those who wish to attend this school.

Aims and Objectives

We are an inclusive school that welcomes children from all backgrounds and abilities.

All applications will be treated on merit and in a sensitive manner.

The only restriction we place on entry is that of number. If the number of children applying for entry exceeds the places available, we enforce the procedure set out below in order to determine whether a child is accepted or not. It is our wish to allow parents the right to have a place at the school of their choice. However, this may not always be possible, due to the excess demand on the school places available.

The level of ability of a child or any special needs that she/he may have plays no part in the admissions policy of this school.

How parents can apply for their child to be admitted to our school

As our school is a Catholic Maintained school, the school determines the admission arrangements in agreement with the EA.

The EA publishes a composite admissions prospectus each year, which gives information about how parents can apply for a place in the school of their choice. Parents have a right to express a preference for the school of their choice and they should do so on the application form. Expressing a preference does not, in itself, guarantee a place at this school. Application forms can be obtained from St Teresa's Primary School and should be completed by the date stipulated on the forms. The school notifies parents about the school place as soon as all the applications have been considered. The date will be clearly stated in the EA Prospectus (which will be online this year)

The date for admissions of the online portal opens on 10th January 2023 and return of forms for the academic year 2023-2024 is 12 noon 27th January 2023.

In this area, children enter school in the academic year they become five. There is one admissions date per year, early in September (i.e. at the start of the school year). Therefore, parents who would like their child to be admitted to this school during the year their child is five should ensure that they complete the necessary application form by 27th January 2023.

Admission Appeals

If we do not offer a child a place at this school, it is because to do so would prejudice the education of other children by allowing the numbers of children in the school to increase too much.

St Teresa's Primary School (Lurgan)
36 Tarry Lane
Lurgan
Co. Armagh
BT67 9LQ

Maintained Primary School

Enrolment Number: 203
Admissions Number: 29

Telephone No: (028) 3832 3425

Email: ekearney492@c2kni.net

Website: www.stteresaslurgan.com

PRINCIPAL: Mr E Kearney, BEd; DASE; PQH(NI)

CHAIR OF BOARD OF GOVERNORS: Mr B Magee

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

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. Any reference herein to the term the Board of Governors includes any Sub-Committee appointed by the Board of Governors for the purposes of applying the admissions criteria set out herein.

ADMISSIONS CRITERIA

During the admissions procedure when applying the criteria punctual applications will be considered before late applications are considered. The application procedure opens on 10 January 2023 at 12noon (GMT) and an application submitted by the closing date of 27 January 2023 at 12noon (GMT) will be treated as a punctual application. An application received after 12noon (GMT) on 27 January 2023 and up to 4 pm on 31 January 2023 will be treated as a late application, this is also the last date and time for processing a change of preference in exceptional circumstances. After 4 pm on 31 January 2023 no applications will be processed until after the close of procedure on 27 April 2023.

When considering which children should be selected for admission, the Board of Governors will only take into account information which is detailed on the application or provided directly to the school. Parents/Guardians should therefore ensure that all information pertaining to their child and relevant to the school's admissions criteria is stated on the application or provided directly to the first preference school. Examples of such information include whether the child has brothers/sisters attending the school, or is the eldest child in the family.

As per DE Circular 2022/13:

Priority will be given to children who will have attained compulsory school age at the time of their proposed admission, including those children whose parents deferred their admission to primary school in September 2022 as defined by the new School Age (NI) Act (both groups to be treated equally).

Priority will be given to children resident in Northern Ireland at the time of their proposed admission to the school before those who are not so resident.

The following criteria will be applied in the order set down by the Governors of St Teresa's Primary School in selecting children for admission in September 2023.

- 1 Children who reside in the parish of Shankill or children for whom St Teresa's Primary School is the nearest maintained primary school. (Parish boundary map available in school).

- 2 Children who, at the date of their application, have a child of the family enrolled at the school.
- 3 Children who, at the date of their application, are the eldest child of the family to be eligible to apply for admission to primary school (this includes cases where a child is more than seven years younger than their next sibling; cases where a family has moved residence).
- 4 Children will be selected for admission on the basis of initial letter(s) of surname (as entered on birth certificate) in the order set out below. (This order was determined by random selection).

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

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

Criterion 4 will be used to discriminate within any oversubscribed sub-criterion.

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. 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

All unsuccessful applications will be placed on a Waiting List. Should a vacancy arise after 27th April 2023 all applications for admission to Primary 1 that were initially unsuccessful will be placed at the top of the list and the criteria applied. New applications and late applications will be placed at the bottom of the list and the published criteria applied. Your child's name will be automatically added to the list. Please contact the school, in writing, if you do not wish your child's name to be added to the list. This waiting list will be in place until 30th June 2024.

The school will contact you in writing if your child is offered a place from the Waiting List.

ADMISSION TO P2-P7

These children will be admitted to the school using the above criteria, provided:-

- (a) The school will not exceed its enrolment number as determined by the Department of Education; and
- (b) That, in the opinion of the Board of Governors, they would not prejudice the efficient use of the school's resources.

APPLICATIONS AND ADMISSIONS TO PRIMARY 1		
Year	Total Applications	Total Admissions
2020/2021	22	22
2021/2022	20	20
2022/2023	29	29

DATE OF ADMISSION

Children born on or between 2 July 2018 and 1 July 2019.

Children will be admitted to P1 if their fourth birthday has fallen on or before 1 July 2023. There will only be one admission period during the year.

Applications are **only** available from the EA website: www.eani.org.uk/admissions

BIRTH CERTIFICATES

Parents of new children must furnish the school with the child's BIRTH CERTIFICATE before he/she can be registered.

BAPTISMAL CERTIFICATES

Parents of children not baptized in the Parish of Shankill must obtain a BAPTISMAL CERTIFICATE from the parish where the child was baptized. This should be given to the Principal with the Birth Certificate as it is needed for the Sacraments of First Penance, First Holy Communion and Confirmation (if this is applicable to your child).

VISITING THE SCHOOL

It is the aim of St Teresa's to involve parents in the education of their children and to keep them as fully informed as possible about their child's progress. The arrangements for consultation are:

- All parents of prospective P1 children will be invited to visit the school, meet their teacher and see the classroom during the Summer term.
- Entrants who have previously attended another school:
 - A meeting will be arranged with the Principal.
 - Parents will be welcome to visit the school.
 - A meeting will be arranged with the prospective teacher(s) of the child(ren).