|  |  |
| --- | --- |
| **Drumhillery Primary School****58 Drumhillery Road****Middletown** **Armagh** **BT60 3DJ****Telephone No: (028) 3756 8725****Email: kcampbell566@c2kni.net****Website:** [**www.drumhilleryprimary.co.uk**](http://www.drumhilleryprimary.co.uk) |  **Controlled Primary School****Enrolment Number: 111****Admissions Number: 16****PRINCIPAL: Mr K D Campbell, BEd ACEM, PQH (NI)****CHAIR OF BOARD OF GOVERNORS: Mr J Bell** |

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

The Board of Governors draw up and apply the criteria for admissions.

***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.

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 Board of Governors will apply the following criteria in the order indicated to identify which children should be admitted either at initial admission to education or on transfer from another school.

1. Children who will have brothers or sisters in attendance during the 2022/2023 school year.
2. Children whose brothers and sisters previously attended the school.
3. Sons or daughters of permanent employees at the school.
4. Children for whom the school is the controlled primary school nearest to their home.
5. Children of former pupils of the school.

6 Children with special circumstances (social, medical or security). The special circumstances must be made known at the time of application. The Board of Governors reserves the right to seek confirmation of the special circumstances from a statutory body.

7 The remaining places will be allocated on the basis of the proximity of the child's home to the school, priority being given to those living nearest to the school as measured by the shortest driving distance.

Criterion 7 will also be used to discriminate within any oversubscribed criterion (except criterion 1).

***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***

We do not operate a Waiting List Policy.

***ADMISSION TO P2-P7***

If oversubscribed, criteria for admission to P1 will be used.

|  |
| --- |
| **APPLICATIONS AND ADMISSIONS TO PRIMARY 1** |
| **Year** | **Total Applications** | **Total Admissions**  |
| **2020/2021** | **10** | **10** |
| **2021/2022** | **8** | **8** |
| **2022/2023** | **11** | **11** |