

**Craigavon Senior High School**

**Portadown Campus**

**26-34 Lurgan Road**

**Portadown**

**CRAIGAVON**

**BT63 5HJ**

**Telephone: (028) 3835 2222**

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**Lurgan Campus**

**18 Alexandra Crescent**

**Lurgan**

**CRAIGAVON**

**BT66 6BB**

**Telephone: (028) 3834 9222**

**Fax: (028) 3834 9111**

**Controlled - Senior High School**

**Age Range 14 – 16**

**Approved Admissions Number for 2017: 310**

**Approved Enrolment Number for 2017: 620**

**E-Mail: [info@craigavonsenhigh.portadown.ni.sch.uk](mailto:info@craigavonsenhigh.portadown.ni.sch.uk)**

**Website: [www.cshs.org.uk](http://www.cshs.org.uk)**

**Principal (Acting): Mrs E Cousins BA (Hons), Ad Dip Ed, MSc, MEd**

**Chairman of the Board of Governors: Mr T J McKay**

**Open Evening: Thursday 2 February 2017**  
**By invitation through Junior High Schools and local press**

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

The Board of Governors draws up the admissions criteria and delegates to an Admissions Subcommittee, which includes the Principal, the responsibility for applying these criteria. Any reference herein to the term Board of Governors includes any Committee or Subcommittee appointed by the Board of Governors for the purposes of applying the Admission Criteria set out herein.

**ADMISSIONS CRITERIA**

Provided that the school's enrolment and admissions numbers have not been exceeded the school will enrol all those pupils whose parents wish them to attend.

**ADMISSION TO YEAR 11 (AGE 14+ YEARS)**

If the number of applications exceeds the school's admissions number the Board of Governors will select pupils for admission in the following order.

1. Pupils attending a Junior High School whose parents have indicated Craigavon Senior High School as one of the stated preferences by the date identified in the Education Authority's 14+ Transfer arrangements provided the pupil is still enrolled in the Junior High School on 30 April 2017.
2. Pupils attending a Junior High School whose parents have indicated Craigavon Senior High School as one of the stated preferences after the date identified in the Education Authority's 14+ Transfer arrangements provided the application is received by 30 April 2017 and the pupil is still enrolled in the Junior High School on 30 April 2017.
3. Children who have moved into the area but have not secured a place in Year 10 in any school at the time of application for admission to Craigavon Senior High School.
4. Children who the Board of Governors is convinced on the basis of documentary evidence provided by parents will take up residence in the area by 1 September 2017.
5. Children attending schools other than Junior High Schools.
6. Other children.

Where the number of applications meeting criterion 1 is greater than the number of places available the places will be allocated on the basis of a proportion of the number of applications from each Junior High School.

When these numbers have been established the following sub-criteria will be used to determine which children will be admitted.

- (i) Children with a brother or sister currently attending the school.
- (ii) Children with a brother or sister who previously attended the school.
- (iii) Children for whom special circumstances apply (social, medical or security). The special circumstances must be made known at the time of application. The Board of Governors reserves the right to require such supplementary evidence as it may determine to support or verify any information on any application form.

- (iv) The proximity of the child's home to the school with priority being given to those living nearest to the school. Distance from the school will be the distance from the child's home to the gate of the campus nearest the home measured in a straight line on an Ordnance Survey Map.

The above sub-criteria will also be applied if the school is oversubscribed when criteria 2 to 6 are applied.

### 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 Transfer/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

The school does not operate a waiting list policy.

APPLICATIONS AND ADMISSIONS TO YEAR 11			
Year	Admissions No	Total Applications All Preferences	Total Admissions
2014/2015	310	290*	290*
2015/2016	310	304*	304*
2016/2017	310	272*	272*

\*includes statemented pupils

### ADMISSION TO YEAR 12

The following are the criteria to be applied in selecting pupils for admission to the school in Year 12:

1. Pupils who can be accommodated without causing the approved enrolment number to be exceeded.
2. Pupils who can be accommodated without detriment to the efficient use of school resources.

Where the number of applications exceeds the number of places available the sub-criteria previously described will be applied.

Applicants should note that they may be required to produce up to two documents from the list below to verify their address:

- A Bank or Building Society statement that shows the address at which the child is resident.
- A utility bill that shows the address at which the child is resident.
- A letter awarding child benefit to the child or another letter relating to this benefit.

The child's medical card.

It is expected that parents making application to Craigavon Senior High School on behalf of their children are indicating that they accept the purposes, aims and all of the policies of the school