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.

ADMISSION CRITERIA

If the school's admission and enrolment numbers have not been reached the school will admit all children of the appropriate age whose parents wish them to attend the school. These children are:-

i firstly those of compulsory school age (children who reach their fourth birthday on or before 1 July 2019); then

ii those who reach their fourth birthday between 2 July and 31 August 2019 (both dates inclusive); then

iii those who reach their fourth birthday between 1st day of term and 31 October 2019 will be admitted by 31 October 2019; then

iv those who reach their fourth birthday during the second half of the Autumn term to be admitted on first day of Spring term; then

v those who reach their fourth birthday during the Spring term to be admitted on the first day of Summer term; then

vi those who reach their fourth birthday during the Summer term to be admitted by arrangement with the Principal.

Children in categories ii to vi will only be selected for admission if places are not filled by children in earlier categories.

ADMISSIONS CRITERIA

The Board of Governors will apply the following criteria to identify which children should be admitted either at initial admission to education (P1) or on transfer from another school.

CHILDREN OF COMPULSORY SCHOOL AGE

1 Children of compulsory school age who live in the Parish of Upper Creggan and traditional catchment areas.
2 Children who will have brothers or sisters in attendance during the 2019/2020 school year.
3 Children who have brothers and sisters who have previously attended the school.
4 Sons or daughters of past pupils.
5 Children who are a Looked After Child (LAC).
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 Other Children.
8 If oversubscribed after the above criteria has been applied, taken in order, final selection will be on the basis of initial letter of the surname, in the order set out below:
This order was determined by random selection. 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.

**CHILDREN NOT OF COMPULSORY SCHOOL AGE**

Pupils will not be admitted until after their fourth birthday.

Pupils will be admitted in order of chronological age starting with the oldest.

**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.

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. Parents should therefore ensure that all information pertaining to their child and the relevant school’s admissions criteria is stated on the application form or attached to it.

**WAITING LIST POLICY**

Should a vacancy arise after the date of issue of placement letters by Clonalig Primary School, all applications for admission to P1 and/or Reception 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 you in writing if your child gains a place in the school by this method. Your child’s name will automatically be added to the list. Please contact the school if you wish your child’s name to be removed from the list.

**ADMISSIONS CRITERIA – P2 – P7**

1. Children of compulsory age who live in the Parish of Upper Creggan and traditional catchment areas. These children will be admitted throughout the year.
2. Pupils for whom their admission would not, in the Board of Governors opinion, prejudice the efficient use of the school’s resources.
3. Pupils will be accepted in order of application.

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<tr>
<th>APPLICATIONS AND ADMISSIONS TO RECEPTION AND PRIMARY 1</th>
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<td>Total Reception Applications</td>
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