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 the Principal, the responsibility for applying these criteria. Any reference herein to the term the Board of Governors includes the Principal appointed by the Board of Governors for the purposes of applying the admissions criteria.

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 7 January 2020 at 12noon (GMT) and an application submitted by the closing date of 30 January 2020 at 12noon (GMT) will be treated as a punctual application. An application received after 12noon (GMT) on 30 January 2020 will be treated as a late application.

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.

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 relevant to the school's admissions criteria is stated on the application form or attached to it. Examples of such include whether the child is the eldest child.

1   Children whose brothers or sisters (half included) were, or are, in attendance.

2   Sons or daughters of permanent employees at the school.

3   The remaining places will be allocated on the basis of the proximity of the child's home to the school with those children who live closest to Ballyoran Primary School being given priority. Distance will be measured from the school pedestrian gate using OSNI Linear Distance Measuring Tool.

Criterion 3 will also be applied as the deciding factor if any sub-criterion is over subscribed.

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if information is supplied which appears to be false or misleading in any material way, the offer of a place will be withdrawn.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

The school does not operate a Waiting List Policy.
**ADMISSION TO P2-P7**

Children will be admitted to Yr2 - Yr7 classes up to a maximum of the enrolment number. In the event of oversubscription, the same admissions criteria will apply (Nos 1 - 3).

**APPLICATIONS AND ADMISSIONS TO PRIMARY 1**

<table>
<thead>
<tr>
<th>Year</th>
<th>Total Applications</th>
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<tr>
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