

Admissions criteria for entry September 2021

St Francis' Primary School (Lurgan)

Francis Street

Lurgan

Co. Armagh

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Maintained Primary School

Enrolment Number: 741

(of which 146 places are in the Irish Medium Unit)

Admissions Number: 106

(of which 16 places are in the Irish Medium Unit)

PRINCIPAL: Miss O'Dowd BEd (Hons) MEd

CHAIR OF BOARD OF GOVERNORS: Mr Raymond Murray

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.

Any reference herein to the term St Francis' Primary School includes Bunscoil Naomh Prionsias.

IRISH-MEDIUM UNIT (BUNSCOIL)

The same admission arrangements and criteria apply for the Irish Medium Unit (Bunscoil). An independent Naiscoil exists on the same site.

Where the school has fewer applicants than places available in either sector it will admit up to the admissions number with applicants to the other sector.

Where the school has a greater number of applicants than places available in either sector, it will apply its admissions criteria as set out below to decide which applicants to admit up to the quota stated.

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 2021 at 12 noon (GMT) and an application submitted by the closing date of 29 January 2021 at 12 noon (GMT) will be treated as a punctual application. An application received after 12 noon (GMT) on 29 January 2021 will be treated as a late application.

Priority will be given to children who will have attained compulsory school age at the time of their proposed admission.

In selecting children for admission, children resident in Northern Ireland at the time of their proposed admission will be selected for admission to the school before any child 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.

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.

- 1 Children who live within the parish boundaries of St Paul's*.
- 2 Children who live within the parish boundaries of St Peter's*.

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- 3 Children who live outside the parish boundaries.

*A map is on display in the school. It is this map which will be used to define the Parish of St Paul's and the traditional catchment area of St Francis' Primary School.

ADMISSIONS SUB-CRITERIA

- (a) Children who, at the date of their application, have a child of the family who is in attendance during the 2020/2021 school year at St Francis' Primary School, and living at the same home address of the child for whom the application is made. Please include sibling(s)' name and date of birth.
- (b) Children who have attended the Nursery Unit in St Francis Primary School or Naiscoil Chois Locha during 2019/2020 school year.
- (c) Children who, at the date of their application, have a child of the family who previously attended St Francis' Primary School for a minimum of 1 year and living at the same home address of the child for whom the application is made. The Primary School refers to P1 – P7 classes and excludes the Nursery. Please include sibling(s) name and date of birth.

In the event of places remaining after the last sub-criterion which can be applied, then selection will be on the basis of proximity of the child's home to the school, priority being given to those living nearest the school. Distance will be measured using OSNI Linear Distance Measurement Tool. Home is the child's permanent place of residence at the time of application.

Should an identical measurement occur 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:

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

This order was determined by a randomised selection of the letters of the alphabet.

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.

DUTY TO VERIFY

The Board of Governors reserves the right to require supplementary evidence as it may determine to support or verify information on any application.

Parents must ensure they provide all verification documents at the time of application. **Documents should be uploaded to the EA website while making the online application.** All documentation must be received by the school office no later than 12 noon on the 5th February 2021.

If the requested evidence is not provided to the Board of Governors by the deadline of 5th February 2021 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.

To enable the Board of Governors to verify the date of birth and address, **all** applicants should provide:-

- a Birth Certificate

And any two of the following documents:

- a bank or building society statement which shows the address at which the child is resident;
- a utility bill (for instance electricity, gas, television licence, telephone) or invoice which shows the address at which the child is resident;
- a letter awarding Child Benefit to the child or another letter relating to this benefit.
- Electoral ID Card
- Addressed payslip
- Financial Statement such as ISA, Pension or Endowment.
- Rental agreement
- correspondence from any Government body addressed to the child or the parent named on the application form showing the address at which the child is resident.
- Mortgage statement – Can be up to 12 months old.
- Land and Property Services rates demand – can be up to 12 months old.

All documents verifying address should be no more than 6 months old (unless otherwise stated) at the date of application.

Applicants seeking alternative verifying arrangements should contact those schools listed on their application form that require verifying documents to agree alternative verification arrangements.

WAITING LIST POLICY

St Francis' Primary School does not maintain a Waiting List.

ADMISSION TO P2-P7

P2-P7 pupils seeking admission to St Francis' will be accepted in order of application subject to the parents' acceptance of and support for the discipline policy of the school provided the school enrolment does not exceed that determined by the Department of Education.

The Board of Governors reserves the right not to select a child for admission to P2 to P7 if the admission would be prejudicial to the efficient use of resources.

APPLICATIONS AND ADMISSIONS TO PRIMARY 1		
Year	Total Applications	Total Admissions
2018/2019	105	105
2019/2020	109	109
2020/2021	97	97

