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

The Board of Governors draws up and applies the criteria for admission.

### **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.

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, or is the eldest child in the family.

- 1 Children who normally reside in the parishes of (a) Ballymore and Mullabrack or (b) Kilmore or (c) Lower Killeavy. (Parish maps available from Rev Fr M Woods, Parochial House).
- 2 Children who normally reside in the parishes of (a) Donaghmore or (b) Aghaderg. (Parish maps available from Rev Fr M Woods, Parochial House).
- 3 Children of compulsory school age who will have brothers or sisters, half-brothers or half-sisters, step brothers or step sisters, foster brothers or foster sisters in attendance at the school during the school year 2020-2021.
- 4 Preference will be given to children with exceptional circumstances (social, medical or other problems) that necessitate admission to St Joseph and St James's Primary School rather than any other primary school. The circumstances should be personal to the child and supported by independent and appropriate documentation, providing evidence of the circumstances being described as exceptional. The Board of Governors reserves the right to seek confirmation of the special circumstances from a statutory body.
- 5 Other children for whom the school is the nearest Catholic Maintained Primary School to their home as measured using Google Maps.
- 6 Chronological age beginning with the eldest.

### **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.

Documentation submitted in support of your application should be provided directly to the school of first preference.

If 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***

The Board of Governors will apply the same criteria as P1 to identify which children should be admitted on transfer from another school in P2-P7.

<b>APPLICATIONS AND ADMISIONS TO PRIMARY 1</b>		
<b>Year</b>	<b>Total Applications</b>	<b>Total Admissions</b>
<b>2018/2019</b>	<b>16</b>	<b>16</b>
<b>2019/2020</b>	<b>21</b>	<b>20</b>
<b>2020/2021</b>	<b>12</b>	<b>12</b>