

St Mary's Primary School  
17 Maphoner Road  
Mullaghbawn  
Newry  
BT35 9TP

Maintained Primary School

Enrolment Number: 313  
Admissions Number: 45

Telephone No: (028) 3088 8351  
Fax No: (028) 3088 9278  
Email: pmcdonnell667@c2kni.net

PRINCIPAL: Mr P McDonnell, BEd, PGCE  
CHAIR OF BOARD OF GOVERNORS: Mr K Campbell

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### **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.

### **ADMISSION**

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

The Principal will use the following criteria in order to decide which pupils should be admitted both at the initial enrolment stage (Primary 1) and those wishing to transfer to St Mary's Primary School into years 2-7. The admission and enrolment numbers determined by the Department of Education will not be exceeded. Pupil will only be considered for admission to foundation and Key Stage 1 years if the school's ability to maintain class size regulations can be maintained.

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 already has siblings attending the school.
  - Whether the child has previously had an older sibling attending the school.
- 1 Children who reside in the Parishes of Mullaghbawn (including the Parish side of the Glenmore Road), Lower Killeavy, Upper and Lower Creggan, Dromintee and Loughgilly which form part of the school's traditional catchment area.
  - 2 Children who will have brother or sisters in attendance during the 2021/2022 school year.
  - 3 Children who:
    - (a) previously attended the school
    - (b) had siblings who previously attended the school.
  - 4 Applicants who are a Looked After Child (LAC).
  - 5 Other children whom the school is the Catholic maintained primary school nearest to their home. (As measured by the odometer in the Principal's car, from the main school gate to the entrance gate of the applicant's home).

- 6 Children with exceptional circumstances (medical, social or other problems) that necessitate admission to St. Mary's Primary School, Mullaghbawn. The circumstances should be personal to the child and must be supported by independent and appropriate documentation, providing evidence of the circumstances being described as being exceptional.
- 7 The remaining places will be allocated on the basis of chronological age starting with the oldest.

**(This criterion will also be used to discriminate when any over subscription may occur. Where two children have the same date of birth final selection will be on the basis of alphabetical order of the child's surname, then the Christian name if the children have the same surname)**

All applications for a Primary School place must be supported by verification details of:

- a) address supported by two utility/domestic bills (not driving licence or passport)
- b) child's Birth Certificate

**Supporting documentation to be submitted to the first preference school by 12 noon on February 5<sup>th</sup> 2021.**

The above documentary verification of address and date of birth is to be submitted with the application form. Collection of the named documents can occur after the process of selection has been completed.

### ***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.

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***

Should a vacancy arise after the offer of places, all applications that were initially refused, new applicants, 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 is to be offered a place by this process.

Your child's name will automatically be added to the waiting list. Please contact the school should your child gain a place in another school or that you want your child removed from the list.

### ***ADMISSION TO P2-P7***

Criteria for admission to P1 will be used.

<b>APPLICATIONS AND ADMISSIONS TO PRIMARY 1</b>		
<b>Year</b>	<b>Total Applications</b>	<b>Total Admissions</b>
<b>2018/2019</b>	41	41
<b>2019/2020</b>	56	56
<b>2020/2021</b>	38	38