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| **Killean Primary School**  **29 Killean School Road**  **Newry**  **Co Down**  **BT35 8RX**  **Telephone/Fax No: Killeavy (028) 3084 8522** | **Maintained Primary School**  **Enrolment Number: 131**  **Admissions Number: 19**  **PRINCIPAL: Mr C McAteer**  **CHAIR OF BOARD OF GOVERNORS: Mrs V Kearney** |

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

The Board of Governors draw up and apply the criteria for admissions.

***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 9 January 2024 at 12noon (GMT) and an application submitted by the closing date of 26 January 2024 at 12noon (GMT) will be treated as a punctual application.   An application received after 12noon (GMT) on 26 January 2024 and up to 4 pm on 31 January 2024 will be treated as a late application, this is also the last date and time for processing a change of preference in exceptional circumstances.  After 4 pm on 31 January 2024 no applications will be processed until after the close of procedure on 25 April 2024.Children who are not of compulsory school age will only be selected for admission after all children of compulsory school age have been allocated a place.

Priority will be given to children who will have attained compulsory school age at the time of their proposed admission, including those children whose parents deferred their admission to primary school in September 2023 as defined by the new School Age (NI) Act (both groups to be treated equally).

Priority will be given to children resident in Northern Ireland at the time of their proposed admission to the school before those who are not so resident.

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 eligible to apply for admission to the school.

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 2024); then

ii those who reach their fourth birthday after 1 July 2024, if there are places available, will be enrolled by arrangement with the Principal.

Children in category ii will only be selected for admission if places are not filled by children in category i.

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

***CHILDREN OF COMPULSORY SCHOOL AGE***

Children will be selected on the application of criteria in the order listed below:

1. Children who reside in the Parish of Upper Killeavy, for whom Killean PS is the nearest suitable school.
2. Children who, at the date of their application, have a child of the family currently enrolled at the school
3. Children with exceptional circumstances (Looked After Children, medical, social or other circumstances) that necessitate admission to Killean Primary School rather than any other primary school. The circumstances must be personal to the child and must be supported by independent and appropriate documentation, providing evidence of the circumstances being described as being exceptional.

1. Children who, at the date of their application, are the eldest child of the family eligible to apply for admission to the school.
2. Other children who wish to attend Killean PS

If oversubscribed within any of the above criteria the sub criteria listed below will be applied in the order indicated.

1. children from Upper Killeavy Parish who have a child of the family currently attending.
2. children from Upper Killeavy Parish who are the eldest child in the family.
3. nearness of parental address at date of the admission, priority being given to those living nearest to the school (measured “as the crow flies” on an Ordnance Survey map), for whom Killean PS is the nearest suitable school.

Tie Break: in the instance of a tie break, date of birth (according to birth certificate), will be used with the eldest child being admitted. In the event of two or more children having the same date of Birth 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:

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

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***

The school will continue to admit children not of compulsory school age as above, unless the Department of Education determines that such children will be zero-rated for funding purposes. In the event of oversubscription the above criteria will be applied.

***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.

***ADMISSION TO P2-P7***

The following criteria will be applied in the order set down below to all pupils seeking admission to year 2 to 7. However the school cannot cause or permit the number of registered pupils to exceed the school’s enrolment number as determined by the Department of Education.

1. Pupils for whom their admission would not, in the Board of Governors’ opinion prejudice the efficient use of the school’s resources.
2. Pupils will be accepted in order of application.

The Board of Governors of Killean PS has determined that the same criteria for Primary 1 admissions shall be applied, in the order set down to all pupils seeking admissions to Years 2-7.

***WAITING LIST POLICY***

The school’s policy on the consideration of applications after the Open Enrolment admissions procedure concludes is detailed below:-

***Primary 1***

Should a vacancy arise after the date of issue of placement letters all applications for admissions to P1 for September 2024 that were finally initially refused, new applications, and applications where new information has been provided will be treated equally and be processed in line with the published admissions criteria for Killean PS.

Your child’s name will **NOT** automatically be added to this list. You **MUST** notify the school in writing of your wish to have your child’s name added to our waiting list.

***Primary 2 - Primary 7***

For application for a place in P2-P7 and no place is available, all applicants will be placed on a waiting list on receipt of the necessary completed application form and birth certificate. All places will then be allocated on first come first served basis as soon as a place becomes available. It is the responsibility of the parents, where no place is immediately available to advise the school (in writing) to place their child’s name on the waiting list.

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| **APPLICATIONS AND ADMISSIONS TO RECEPTION AND PRIMARY 1** | | | | |
| **Year** | **Total Reception Applications** | **Total Reception**  **Admissions** | **Total Primary 1 Applications** | **Total Primary 1 Admissions** |
| **2021/2022** | **0** | **0** | **22** | **22** |
| **2022/2023** | **0** | **0** | **16** | **16** |
| **2023/2024** | **0** | **0** | **24** | **24** |