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| **Holy Family Primary School**  **1 Castledawson Road**  **Magherafelt**  **BT45 6AX**  **Telephone No: (028) 7963 2153**  **Email: info@holyfamilyps.magherafelt.ni.sch.uk**  **Website: www.holyfamily-ps.org.uk** | **Maintained Primary School**  **Enrolment Number: 567**  **Admissions Number: 81**  **PRINCIPAL: Mr John McCormack**  **CHAIR OF BOARD OF GOVERNORS: Mr Enda Quinn** |

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

The Board of Governors, together with the Principal, will formulate and review the criteria.

The Principal will administer the criteria. He will consult with the Board of Governors or a duly appointed Sub-Committee of the Board of Governors should the need arise. The Board of Governors has the **final** decision in all matters relating to admissions.

**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 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 school.

During the admissions procedure when applying the criteria punctual applications will be considered before late applications are considered.   The application procedure opens on 10 January 2023 at 12noon (GMT) and an application submitted by the closing date of 27 January 2023 at 12noon (GMT) will be treated as a punctual application.   An application received after 12noon (GMT) on 27 January 2023 and up to 4 pm on 31 January 2023 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 2023 no applications will be processed until after the close of procedure on 27 April 2023.

**ADMISSIONS CRITERIA**

**The following children will be eligible to apply for Year 1 in September 2023:**

* **Children born on or between 1 April 2018 and 1 July 2018 (inclusive) and children born before**

**1 April 2018 but with a due date on or after 1 April 2018 whose parents deferred their admission to primary school in September 2022**

* **Children born on or between 2 July 2018 and 31 March 2019 (inclusive and whose due date was not after 1 April 2019)**
* **Children born on or between 1 April 2019 and 1 July 2019 (inclusive), and children born before**

**1 April 2019 but whose due date on or after this date.**

**Parents of these children can apply for Year 1 or they may decide to defer and apply for pre-school. They are not permitted to apply for both a pre-school and Year 1 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 2022 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.**

**Admissions criteria to be used in the event of the school being oversubscribed. The criteria are listed in order of priority.**

The following criteria will be applied in the order set down below by the Board of Governors of Holy Family Primary School, Magherafelt in selecting children for admission to P1 in September 2023.

1. Children who are recorded on the Magherafelt Parish Register as belonging to the Parish of Magherafelt.
2. Children from other areas who have a brother/sister, half-brother/half-sister enrolled at the school.
3. Children from outside the above areas where parent/guardian is a permanent employee of the school.
4. Children from outside the above areas.
5. Children whose home is closest to the school as measured by public road to the school front gate. (measured using Google Maps)

Without prejudice to the above criteria, priority will be given at all times to pupils regarded by the Board of Governors (on the basis of supporting guidance by parents and/or statutory agencies) as having special circumstances.

**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 placement letters have been issued, all applications for admission to Primary 1 that were initially refused, new applications, 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 parents in writing if a child gains a place in the school by this method. A child’s name will be automatically added to the list.  Parents should contact the school if they wish for their child to be removed from the list.

**ADMISSION TO P2 – P7**

Pupils will be admitted to P2-P7 in accordance with the preference expressed by a parent if the school’s enrolment number has not been reached, unless to do so would prejudice the efficient use of resources. The above criteria will also be used for admission of children from P2-P7.

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| **Applications and Admissions to Primary 1** | | |
| **Year** | **Total Applications** | **Total Admissions** |
| **2020/2021** | **64** | **63** |
| **2021/2022** | **73** | **69** |
| **2022/2023** | 67 | 63 |