

# CASTLEDAWSON PRIMARY SCHOOL

**Admissions Policy**

**(For Admissions in September 2024)**

# PRIMARY SCHOOL

**Castledawson Primary School**

**72 Main Street**

**Castledawson**

**BT45 8AB**

**Principal: Mrs M McCusker**

**Tel: (028) 7946 8309**

**Email:** [**mmccusker663@c2kni.net**](mailto:mmccusker663@c2kni.net)

**Website:** [**www.castledawsonprimaryschool.co.uk**](http://www.castledawsonprimaryschool.co.uk)

**Twitter: @castledawsonps1**

**Controlled Primary School**

Enrolment Number: 145

Admissions Number: 21

PRINCIPAL: Mrs M McCusker, BEd (Hons), PQH NI

CHAIR OF BOARD OF GOVERNORS: Mr M Johnston

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

The Board of Governors will establish and maintain a list of admissions criteria.

The Principal will apply these criteria, if required, to bring the proposed admission number within the parameters set by the Department of Education.

When considering which children should be selected for admission, the Board of Governors will only take into account information which is detailed on or attached to the application form. Parents should therefore ensure that all information pertaining to their child and relevant to the school’s admissions criteria is stated on the application form or attached to it.

**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.

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.

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

1. Children who are compulsory school age and residents in Northern Ireland at time of application.
2. Children with a sibling attending the school.
3. The distance a child lives from the school. This will be measured by public road from the front gate of the school to the child’s home address, using google maps, with priority being given to those who live closest to the school.

In the event of two or more children’s permanent residence being measured equal distance for the final place, children will be selected by age with the oldest selected first (by date of birth on birth certificate).

**DUTY TO VERIFY**

Applicants should note that they may be required to produce documents verifying their address or other information pertaining to the school’s admission criteria. Documentation submitted in support of your application should be provided directly to the school of first preference. Birth certificate will be required for all applicants and should also be provided directly to first preference school. Original documents will be required; facsimiles or photocopies are not acceptable.

The provision of false or incorrect information or the failure to provide verifiable documents may result in either withdrawal of place or the inability of the school to offer a place.

**WAITING LIST POLICY**

The school does not maintain a Waiting List Policy.

**ADMISSION TO P2 – P7**

Pupils will be admitted to P2-P7 in accordance with the preference of their parents provided their admission does not lead to the enrolment number being exceeded. In the event of over-subscription, the same admissions criteria will be applied as for admission to P1.

Upon receipt of an AP1 form, the Board of Governors will approve the application taking into account the overall enrolment number not being exceeded and the class size adheres to DE legislation (statutory duty under Article 16(2) of the Education (Northern Ireland) Order 1998 (the 1998 Order) and Regulation 4 of the Class sizes in Primary Schools Regulations (Northern Ireland) 2000). The current needs within a class, the resources available including physical space, will also be taken into account before considering additional pupils.

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| **Applications and Admissions to Primary 1** | | |
| **Year** | **Total Applications** | **Total Admissions** |
| 2019/2020 | 23 | 23 |
| 2020/2021 | 23 | 23 |
| 2021/2022 | 22 | 22 |
| 2022/2023 | 18 | 18 |
| 2023/2024 | 14 | 14 |

\*This does not include children admitted during the year

**Compulsory School Age**

You will be aware that Statutory Criteria for admission to P1 includes ‘*Provision to give priority to children who will have attained compulsory school age at the time of their proposed admissions, over those who will not have attained compulsory school age at the time of their proposed admission*’ i.e child must have reached age 4 on or before 1 July of the year of entry.  For September 2024 admission to P1 - **children born on or between 2 July 2019 and 1 July 2020.**

**Deferral of School Starting Age**

Following the introduction of the School Age (NI) Act (28 April 2022), ‘compulsory school age’ also includes those children who deferred commencing Primary 1 in September 2023 within the date of birth parameters as set out in the School age bill as follows:-

*Children born on or between****1 April 2019 and 1 July 2019****.  Any child**who**was born before 1 April 2019 but who was due to be born****on or after 1 April 2019****if born at term****.***

**NB:        Both ‘deferred September 2023’ and ‘compulsory school age children September**

**2024’ are to be considered equally.**

Once a child has commenced P1 a parent cannot subsequently opt to defer their admission