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| **St Patrick’s Primary School** | **Maintained Primary School** |
| **Church View** |  |
| **Holywood** | **Enrolment No. 316** |
| **BT18 9LN** | **Admissions No. 45** |
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| **Telephone: 028 9042 4772** | **Principal: Mr C O’Neill** |
| **E-mail: coneill951@c2kni.net****www.stpatrickspsholywood.com** | **Chair of Board of Governors:** **Mrs Fiona McAnespie**  |

***RESPECTIVE FUNCTIONS OF THE BOARD OF GOVERNORS***

The Board of Governors draws up the admissions criteria and delegates to an Admissions Sub-Committee, which includes the principal, who have the responsibility for applying these criteria.

**Please visit the school website, for the most up to date details regarding our ‘Open Day’ for prospective parents and pupils, which will be reflective of the current Covid regulations. One to one meetings are preferred. An Open day is planned to take place on Wednesday 17th January @ 9:30- 11:00 am.**

***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.

**\* Compulsory School Age**

Due to the new School Age (NI) Act which became law in Northern Ireland on 28 April 2022, ‘compulsory school age’ will also now include 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.

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.

**Year 1 Intake**

The following criteria will be applied in the order set down 1- 6 by the Board of Governors of St Patrick's Primary School, in selecting children for admission to Y1 in September. Definitions are outlined in DENI -Open Enrolment in Primary Schools - Annex 1.

1. Applicants of compulsory school age\*; who normally reside in the Parish of St. Colmcilles, Holywood and for whom St Patricks is the nearest suitable school.
2. Applicants of compulsory school age\*; who normally reside in the Parish of St. Colmcilles, Holywood and for whom St Patricks is the nearest suitable school and who have a brother or sister, (or half-brother or sister) currently attending the school, or who will be in attendance at the school in the year of admission.
3. Applicants of compulsory school age\*; who normally reside in the Parish of St. Colmcilles, Holywood and for whom St Patricks is the nearest suitable school and who have a brother/sister (half-brother/sister), who were previously enrolled at the school (Please record name and year of leaving).
4. Applicants who are a Looked-After Child, as supported by Social Services.
5. Applicants of compulsory school age\*; other than those who belong to the Parish of St. Colmcilles, Holywood but who have or have had a sibling enrolled at the school.
6. Applicants of compulsory school age\*; other than those who belong to the Parish of St. Colmcilles, Holywood.

**Over-subscription**

If over-subscribed, in any one of the criteria taken in order, the final selection will be on the basis of chronological age starting with the eldest.

***DUTY TO VERIFY***

***The Board of Governors reserves the right to require any verified information or supplementary evidence\*\* as it may determine necessary 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. Please refer to the school website for Information about appropriate verification documentation.***

**Parish Boundary**

The parish of St. Colmcilles refers to anyone living within its confines, which is the postcode area of **BT4** from Station Road /Belmont Road, **BT18** out to Crawfordsburn Country Park, and eastwards to Ballymascraw Road and Ballymoney Road.

[**storage.googleapis.com/siteassetsswd/291/docletter/20201104014322\_85\_Parish\_Boundary\_Map.pdf**](https://storage.googleapis.com/siteassetsswd/291/docletter/20201104014322_85_Parish_Boundary_Map.pdf)

***WAITING LIST POLICY***

In the event that St Patrick’s PS is oversubscribed for admissions into Primary One, the school will operate a waiting list. Should a vacancy arise after the initial placement letters have been issued, all applications for admission 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 30th June, 2025. Your child’s name will be automatically added to the list. Please contact the school if you wish your child’s name to be removed from the list. The school will contact you in writing if your child gains a place in the school by this method.

***Admission to Y1 – Y7 after the beginning of the school year***

Criteria 1 - 6, as above.

**Y2-Y7 Intake**

Pupils will be considered for enrolment in Years 2-7, provided that:

1. The school does not exceed its enrolment number as determined by the Department of Education.
2. In the opinion of the Board of Governors their admission does not prejudice the provision of efficient education for a specific year group.

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| **APPLICATIONS AND ADMISSIONS TO PRIMARY 1** |
| **Year** | **Total Applications** | **Total Admissions** |
| **2021/2022** | **50** | **50** |
| **2022/2023** | **39** | **39** |
| **2023/2024** | **42** | **42** |