

St Clare's Abbey Primary School
12 Courtenay Hill
Newry
BT34 2EA

Maintained Primary School

Enrolment Number: 436

Admissions Number: 62

Telephone No: (028) 3026 2175

PRINCIPAL: Mrs M Monaghan, MEd, PQH (NI)

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CHAIR OF BOARD OF GOVERNORS: Very Rev Canon Brown Adm

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 an Admissions Sub-Committee, which includes the Principal, the responsibility for applying these criteria. Any reference herein to the term the Board of Governors includes any Sub-Committee appointed by the Board of Governors for the purposes of applying the admissions criteria set out herein.

ADMISSION 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.

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 prior to the deadline date of 4 pm 31 January 2024. Examples of such information include whether the child has brothers/sisters attending the school, or is the eldest child in the family. Birth Certificates continue to be required for all applicants and should also be provided directly to the first preference school.

Two documents to be provided as evidence of home address. Documents to be dated within 3 months of the date of application. Documentary evidence must be from the following:

- Bank/Building Society Statement
- Utility Bill
- Payslip showing address
- Mortgage Statement
- Land & Property Services Rates Demand
- Financial Statement

All documents will be copied and retained.

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).

In selecting children for admission, children resident in Northern Ireland at the time of their proposed admission will be selected for admission to the school before any child not so resident.

The Board of Governors will apply the following criteria in the order indicated to determine which children should be admitted.

1. Children who, at the date of the application, have sister/ brother (as defined in DENI Guidance Circular No 2016/2017 – Date of Issue 5 September 2017 (Revised 16 November 2021)) presently enrolled in the school.

Admissions criteria for September 2024

- Children whose parent(s)/guardian(s) reside in the Parish of Newry.
- Children who are regarded by the Board of Governors as having special circumstances (social, medical, security or 'Looked After Children'). The special circumstances must be made known at the time of application. Any application to be considered under this criterion must be clearly identified using the term "special circumstances". It must provide names and addresses of statutory bodies from whom the Board of Governors reserve the right to seek confirmation of the existence of special circumstances.
- Children whose parent(s)/guardian(s) /sister/brother, (as defined in DENI Guidance Circular No 2016/2017 – Date of Issue 5 September 2017 (Revised 16 November 2021)) are past pupils of St Clare's Convent Primary School, St Colman's Abbey Primary School or St Clare's Abbey Primary School.
- The remaining places will be allocated on the basis of initial letter of the surname in the order set out below. The surname used will be as registered on the child's Birth Certificate or as subsequently legally changed and documented

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

The order was determined by a randomised selection of letters of the alphabet and will change each year.

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 in any primary, all applications for admission to those primaries that were initially refused, new applications, late applications and applications where information has been provided will be treated in accordance with the criteria published in this policy. The waiting list will be in place until 27th April 2024. Please notify the school in writing of your wish to have your child's name added to our waiting list. The school will contact you if your child gains a place by this method.

ADMISSION TO P2-P7

The Board of Governors will consider admitting a pupil into these primaries provided that:

- The enrolment number would not be exceeded.
- The admission would not, in the Board of Governor's opinion prejudice the efficient use of the school's resources.

The Board of Governors has determined that the following criteria shall be applied in the given order to all pupils seeking admission into P2-P7.

- Children who, at the date of the application, have sister/ brother (as defined in DENI Guidance Circular No 2016/2017 – Date of Issue 5 September 2017 (Revised 16 November 2021)) presently enrolled in the school.
- Children whose parent(s)/guardian(s) reside in the Parish of Newry.
- Children who are regarded by the Board of Governors as having special circumstances (social, medical, security or 'Looked After Children'). The special circumstances must be made known at the time of application. Any application to be considered under this criterion must be clearly

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identified using the term “special circumstances”. It must provide names and addresses of statutory bodies from whom the Board of Governors reserve the right to seek confirmation of the existence of special circumstances.

4. Children whose parent(s)/guardian(s) /sister/brother, (as defined in DENI Guidance Circular No 2016/2017 – Date of Issue 5 September 2017 (Revised 16 November 2021)) are past pupils of St Clare’s Convent Primary School, St Colman’s Abbey Primary School or St Clare’s Abbey Primary School.
5. The remaining places will be allocated on the basis of initial letter of the surname in the order set out below. The surname used will be as registered on the child’s Birth Certificate or as subsequently legally changed and documented

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

The order was determined by a randomised selection of letters of the alphabet and will change each year.

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 their child’s admission criteria is stated on the child’s application form or attached to it.

APPLICATIONS AND ADMISSIONS TO PRIMARY 1		
Year	Total Applications	Total Admissions
2021/2022	56	56
2022/2023	62	62
2023/2024	51	51