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| **St Trea’s Primary School** | **Maintained Primary School** |
| **225 Shore Road****Ballyronan****Magherafelt****BT45 6LL****Telephone No: (028) 7941 8393****Email: info@sttreasps.magherafelt.ni.sch.uk** | **Enrolment Number: 140****Admissions Number: 20****PRINCIPAL: Mrs S Conroy****CHAIR OF BOARD OF GOVERNORS: Mrs G McIvor** |

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

The following criteria will be applied in the order set down 1-5 by the Board of Governors and Principal of St. Trea’s Primary School, in selecting children of compulsory school age for admission in Primary 1 in September 2023.

**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 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.

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. Preferences given to children who reside in the Parish of Ardtrea North.
2. Children who have brothers/sisters (half-brothers/sisters) presently enrolled in the school.
3. Children whose parent/guardian, brother/sister (half-brother/sister) are prior pupils of the school.
4. Applicants for whom the school is the nearest suitable school
5. Children who are a Child Looked After (CLA)
6. The remaining places will be allocated on the basis of the proximity of the child's permanent home to the school, priority being given to those living nearest to the school. Distance from home will be measured using Google Maps UK.

**DUTY TO VERIFY**

The Board of Governors reserves the right to require such supplementary evidence as it may determine necessary to support or verify any information on the application form.

The provision of false or incorrect information or the failure to provide information within the guidelines set by the school can result in the inability of the school to offer a place/the withdrawal of a place.

**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 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.

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| **Applications and Admissions to Primary 1** |
| **Year** | **Total Applications** | **Total Admissions** |
| **2021/2022** | **17** | **16** |
| **2022/2023** | **13** | **13** |
| **2023/2024** | **12** | **12** |