

# **KNOCKBREDA PRIMARY SCHOOL**



Admissions Policy

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# KNOCKBREDA PRIMARY SCHOOL

## ADMISSIONS POLICY

Admission No: 30 | Enrolment No: 210

### Admission

The Governors would wish to admit all applicants of compulsory school age, however, the Department of Education has, under the policy of Open Enrolment, allocated an admission number for this school as set out above.

The Board of Governors is conscious of its responsibility to meet the legal requirements placed upon it by the Education Reform (Northern Ireland) Order 1989 in relation to the curriculum. It has therefore been decided that only children of compulsory school age will be admitted. If the school's admission and enrolment numbers have not been reached the school will admit all children of compulsory school age whose parents wish them to attend. Any child who reached his/her fourth birthday on or before 1<sup>st</sup> July of the year of enrolment is of compulsory school age and must receive education from September of that year.

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.

### Admission Criteria

Full responsibility rests with parents/guardian to provide sufficient details at the time of application on the form provided or attached to it, to enable the Board of Governors to reach a decision.

The Board of Governors will apply the following criteria, in order of preference, to identify which children should be admitted. In selecting children for admission children resident in Northern Ireland at the time of their proposed admission to the school will be selected for admission to the school before any child not so resident.

## P1 Intake

Only children of compulsory school age will be considered for admission. Should the school become over-subscribed, the Board of Governors will admit pupils in accordance with the following criteria in the order stated.

### Preference will be given to:-

1. Children with a brother or sister (including half-brothers, half-sisters, step brothers, step sisters, foster brothers and/or foster sisters) currently in attendance at the school.
2. Children who are the eldest in the family.
3. Children whose normal home address is closer to the school than any other controlled primary school (walking distance from home address to school address measured by Google Maps).
4. Children whose brother, sister (including half-brothers, half-sisters, step brothers, step sisters, foster brothers and/or foster sisters) or parent attended the school (dates to be provided).
5. Children whose parent(s) are permanent employees of the school.
6. In the event of still more applicants than places available, children who live closest to the school will be offered places first. (Walking distance from home address to school address measured by Google Maps).
7. In the event of a tie for the last place at criterion 6, pupils will be selected for admission on the basis of initial letter of surname (as entered on birth certificate) in the order set out below:

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

(This random selection was generated by Random.org and is reset each year. In the event of the surnames beginning with the same letter the subsequent letters of the surname will be used. In the event of two identical surnames the first initial of the forename will be used.)

**It is the responsibility of parents to ensure that all relevant information is attached to the application form.**

**Applications for admission to P1 after the beginning of the school year**

Criteria as above.

## P2-P7 Intake

The above criteria will apply in so far as the school's enrolment number has not been reached, and class sizes will not exceed those permitted in the Department of Education guidelines.

### Waiting List Policy

In the case of over subscription, the Principal will maintain a waiting list of pupils wishing to obtain a place.

All applicants that were initially refused will automatically be added to the waiting list. Should a vacancy arise after placement letters are issued all previously unsuccessful applicants and any new applications will be treated equally and the above criteria applied. This waiting list will be in place until June 2015. **Please contact the school if you wish your child's name to be added or removed from this list.**

In the event of Knockbreda Primary School being over-subscribed, verification of information given to the school may be sought prior to admission. Inaccurate or misleading information provided on or attached to an application may prejudice the offer of a place and may lead to the withdrawal of any place awarded to an applicant who has thereby gained an improper advantage.

### Arrangements for Admission

When it is possible, an open day is held in November for parents and children to visit the school.

When possible, During the summer term prior to admission to P1 the pupils are invited to a 'Meet the Teacher' afternoon which allows children the opportunity to spend some time in the classroom with the teacher and classroom assistant. The Principal will also give a presentation to parents providing them with relevant information. Parents are provided with information packs prior to admission.

Where appropriate pupils entering other classes may be invited to spend time with their new class/teacher.

## Special Learning Centres (Mld Units)

In Knockbreda Primary School there are two learning centre classes for the provision of specialised teaching in small classes to pupils who have a statement of Special Educational Needs and have been identified as having Moderate Learning Difficulties (MLD)

### Admissions

An application for a place in an MLD Unit at Knockbreda Primary School is considered in the first instance by the Special Education section at the Education Authority. This is usually upon completion of a statement of SEN or following an annual review. It is unlikely at this stage that places will be offered to children who do not have a proposed statement of Special Educational Needs.

### Criteria

The special education section at EA in consultation with the school, educational psychologist, parents and any other relevant body will consider each application on its merits and if the available provision is deemed appropriate will proceed with the allocation of a place in one of the MLD unit classes.

It is envisaged that, in order to maximise the learning potential for the children, enrolment in each unit class will be limited to a maximum of twelve pupils.

Applications are considered upon request for placement which may be at any stage throughout the school year.

### Arrangements for Admission

Pupils who are offered a place in one of the unit classes will be invited to visit the school and meet the teacher and classroom assistant prior to their start date. Parents also have the opportunity to meet with the teacher and/or principal to discuss arrangements for transition. If appropriate pupils may be invited to spend an induction period with the class by arrangement with the class teacher