



Admissions Policy

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Admission Policy

Under the open enrolment arrangements, (the Education (NI) Order 1997 refers) there is a statutory requirement that all schools must admit pupils up to an approved admissions number and within an overall enrolment number. These numbers are determined by the Department in consultation with the Education Authority, the Council for Catholic Maintained Schools (CCMS) as appropriate, and Boards of Governors of schools and are based on the physical capacity of the school.

Parents are able to express a preference for the schools they wish their child to attend. However, parental preference is not absolute but is constrained by the physical capacity of the school that is the school's total enrolment number as set by the Department of Education for Northern Ireland.

The Education Authority North Eastern Region and the Department of Education must approve any increase to the school's total open enrolment number of 458 (inclusive of the nursery unit).

Limitation of Enrolment

The present policy of the Department of Education for Northern Ireland is that enrolment and admission numbers will not be increased simply to cater for the number of pupils applying, i.e. popular schools are not allowed to expand if there are surplus places elsewhere.

Admission to the Nursery Unit and our Waiting List Process

The school has two nursery classes with 26 pupils in each class. These 52 full time places are allocated each year as part of the Education Authority's open enrolment process. This process opens in late November of each year for applications for places in the next school year.

All parents are requested to have their completed application forms returned to the school office for a date in early January (usually the second Wednesday). These dates will be confirmed each year by the Education Authority and will be clearly printed on the application form. Late applications will be accepted but it will reduce the possibility of applications being successful. The Education Authority regulations state that all applications in on time must be considered before late applications when the school is awarding places.

Parents must be aware that the principal can only use information on the form to make a decision on applications. It is the sole responsibility of the parent to include all relevant details that relate to the entry criteria e.g. other siblings in the school etc.

The principal will allocate the places strictly using the criteria published in the Education Authority website. In the April of each year parents will be informed via letter if they have been successful in gaining a place. If the school is oversubscribed then all those not accepted will be placed in an ordered waiting list (this order will be determined by the use of the entry criteria). This waiting list will stay in place until the 30th June of the following school year. If other applications come in they will be assessed by the principal and placed in the ordered waiting list at the appropriate place.

If a place becomes available in Nursery Unit, prior or during the academic year, parents will be offered a place based on their position on the waiting list. If a parent declines a place the principal will go down the list until the place is filled or the list is exhausted.

Admission to Primary 1 and our Waiting List Process

The school has two Primary 1 classes with 29 pupils in each class. These 58 full time places are allocated each year as part of the Education Authority's open enrolment process. This process opens in late November of each year for applications for places in the next school year.

All parents are requested to have their completed application forms returned to the school office for a date in early January (usually the second Wednesday). These dates will be confirmed each year by the Education Authority and will be clearly printed on the application form. Late applications will be accepted but it will reduce the possibility of applications being successful. The Education Authority regulations state that all applications in on time must be considered before late applications when the school is awarding places.

Parents must be aware that the principal can only use information on the form to make a decision on applications. It is the sole responsibility of the parent to include all relevant details that relate to the entry criteria e.g. other siblings in the school etc.

The principal will allocate the places strictly using the criteria published in the Education Authority website. In the April of each year parents will be informed via letter if they have been successful in gaining a place. If the school is oversubscribed then all those not accepted will be placed in an ordered waiting list (this order will be determined by the use of the entry criteria). This waiting list will stay in place until the 30th June of the following school year. If other applications come in they will be assessed by the principal and placed in the ordered waiting list at the appropriate place.

Admission to Primary 2 - 7 and our Waiting List Process

Parents may also apply for places in Primary 2 to 7 via the principal. Parents are welcome to approach the principal by telephone or email to make an initial enquiry. If there are places available the principal will meet with the parents to discuss in detail a possible placement.

If there are no places at the time of application the parent can request in writing to be placed on the Primary 2 to 7 waiting list. This list stays current until the child/children are no longer primary school aged. Therefore, there is no need to renew an application each year.

If a place becomes available in a Primary 2 to 7 class and there is more than one pupil on the relevant waiting list the principal will apply the entry criteria as published by the Education Authority.