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| **Churchill Primary School****4 Church Hill Road****Caledon****BT68 4UY****Telephone No: (028) 3756 8605****Email: rcartmill841@c2kni.net** | **Controlled Primary School****Enrolment Number: 82****Admissions Number: 12****PRINCIPAL*:* Mrs R Cartmill BEd****CHAIR OF BOARD OF GOVERNORS: Mr D Livingstone** |

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

The Board of Governors draw up and apply the criteria for admissions.

**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 or provided directly to the school.

**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 10 January 2023 at 12noon (GMT) and an application submitted by the closing date of 27 January 2023 at 12noon (GMT) will be treated as a punctual application.   An application received after 12noon (GMT) on 27 January 2023 and up to 4 pm on 31 January 2023 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 2023 no applications will be processed until after the close of procedure on 27 April 2023.

The Board of Governors will apply the following criteria in the order indicated to identify which children of compulsory school age should be admitted either at initial education or on transfer from another school. Priority will be given to children who will have attained compulsory school age at the time of their proposed admission.

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.

In the event that there are fewer applicants complying with a particular criterion than there are places available or remaining, those applicants will be admitted and the next criterion will be applied to the remaining applicants.

In the event that there are more applicants complying with a particular criterion than there are places available or remaining, those applicants complying with that criterion will go forward to be considered under the next criterion and those not complying with that criterion will be eliminated.

1. Children who, at the date of application, have brothers or sisters (half-brothers/sisters, stepbrothers/sisters including those fostered or adopted) in attendance during the 2023/24 school year.
2. Children whose brothers and sisters (half-brothers/sisters, step brothers/sisters including those fostered or adopted) have previously attended the school.
3. Children for whom the school is the controlled primary school nearest to their home (permanent place of residence), as measured by Google Maps.
4. Children with special circumstances (medical, social or other problems). The special circumstances must be made known at the time of application. The circumstances should be personal to the child and must be supported by independent and appropriate documentation, providing evidence of the circumstances being described as being special. Names and addresses of statutory bodies must be provided along with the application from whom the Board of Governors reserve the right to seek confirmation of the existence of the special circumstances.
5. The remaining places will be allocated on the basis of the proximity of the child’s home (permanent place of residence) to school, priority being given to those living nearest to the school, as measured by Google Maps.

If the final places to be allocated have identical measurements as identified by Google Maps, selection will be on the initial letter of the surname (as entered on the birth certificate) in the order set out below:

HKDJOMENPCZRLGQWIXYBVTUASF

In the event of surnames beginning with the same initial letter, the subsequent letters of the surname will be used in alphabetical order. In the event of two identical surnames, the alphabetical order of the initials of the forenames will be used, and if necessary the subsequent letters of the forenames.

**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 after the open enrolment admissions procedure, applications initially refused, new applications, late applications and those where new information has been provided, will be treated equally and the published criteria applied. The waiting list will be in place until the end of the academic year.

The school will contact successful applications in writing if a place is gained in this method.

A child’s name will automatically be added to the waiting list. Please contact the school if wish your child’s name to be removed from the list.

**ADMISSION TO P2 – P7**

Any remaining places within the total enrolment will be allocated to children who are transferring from another school on a first come first served basis.

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| **Applications and Admissions to Primary 1** |
| **Year** | **Total Applications** | **Total Admissions** |
| **2020/2021** | **18** | **18** |
| **2021/2022** | **15** | **14** |
| **2022/2023** | **11** | **11** |