

Clare Primary School  
58 Cloghoge Road  
Clare  
Tandragee  
BT62 2HB

Controlled Primary School

Enrolment No: 143  
Admissions No: 20

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PRINCIPAL: Miss S Lindsay  
CHAIR OF BOARD OF GOVERNORS: Mr M A Adair

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### **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.

### **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 7 January 2021 at 12 noon (GMT) and an application submitted by the closing date of 29 January 2021 at 12 noon (GMT) will be treated as a punctual application. An application received after 12 noon (GMT) on 29 January 2021 will be treated as a late application.

Priority will be given to children who will have attained compulsory school age at the time of their proposed admission, over those who will not 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.

The Board of Governors will apply the following criteria in the order indicated to identify which children should be admitted either at initial admission to education or on transfer from another school.

In the event that there are more applicants than places available at criterion 1, the Board of Governors have determined that the following criteria (1-5) shall be applied by an Admissions Committee of the Board of Governors **in the order set down**. Therefore (after applying criterion 1) those who do not fulfil the requirements of this criterion will be progressed to criterion 2 etc. until the last criterion.

1. Children who at the date of their application have a child of the family (half, foster, step siblings being included) currently enrolled at the school.
2. Children who are the eldest child of the family including a child who is 7 years younger than their next eldest sibling or where the eldest sibling has not been eligible to attend mainstream school, or where a family has moved residence.
3. Children for whom Clare Primary School is stated as first preference.
4. Children with exceptional circumstances (medical, social or other problems) that necessitate admission to Clare Primary School rather than any other primary school. 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 exceptional.
5. In the event of over-subscription within the last criterion which can be applied, the remaining places will be selected on the basis of the proximity of the child's home to the school, priority being given to those living nearest to the school. (Distance will be measured using Google Maps UK Distance Finder).

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

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

This order was determined by a randomised selection of the letters of the alphabet (selection with a clear audit trail). 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 child's first name (as recorded on the child's birth certificate) will be used and if necessary the subsequent letters of the second forename. Mac and Mc surnames will be treated as surnames beginning with M.

Finally, if the selection of final places is still not possible using the randomised alphabetical order, then the remaining names will be drawn from a hat.

***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***

The Waiting List Policy for P1 can be accessed from the school office.

***ADMISSION TO P2-P7***

Pupils will be admitted to P2-P7 in accordance with the preference expressed by a parent if the school's enrolment number has not been reached, unless to do so would prejudice the efficient use of resources. The above criteria will also be used for admission of children to P2-P7. The Waiting List Policy for P2-P7 can be accessed from the school office.

<b>APPLICATIONS AND ADMISSIONS TO PRIMARY 1</b>		
<b>Year</b>	<b>Total Applications</b>	<b>Total Admissions</b>
<b>2018/2019</b>	<b>11</b>	<b>11</b>
<b>2019/2020</b>	<b>21</b>	<b>20</b>
<b>2020/2021</b>	<b>17</b>	<b>17</b>