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| **St Joseph’s Primary School** | | **Maintained Primary School** | | | |
| **4 Ballynahinch Road** | |  | | | |
| **Crossgar** | | | | **Enrolment No. 163** | |
| **Downpatrick** | | | | **Admissions No. 23** | |
| **BT30 9HS** |  | | | | |
|  |  | | | | |
| **Telephone: 028 4483 0810** | **Principal: Mrs Siobhan McArdle** | | | | |
|  | **Chair of Board of Governors: Dr Patrick McCartan** | | | | |
| **E-Mail: smcardle041@c2kni.net** | | |  | | |
| **Website: www.stjosephsps.org.uk** | | | | |  |

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

The Board of Governors draws up and reviews the admissions criteria. Application forms and advice in relation to admissions will be available from the principal. The Board of Governors, which includes the principal, will apply the admissions criteria.

St Joseph’s Primary School will upload information on their school website regarding admissions and information about the school. We are hosting an open day on Tuesday 5th December 2022 at 1:30pm. Parents are also very welcome to contact the school if they wish to talk to the principal.

**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 (both groups to be treated equally).

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.

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/Guardians should therefore ensure that all information pertaining to their child and relevant to the school’s admissions criteria is stated on the application and provided directly to the first preference school.  Examples of such information include whether the child has brothers/sisters attending the school or is the eldest child in the family.

**NB: Applicants should note that they may be required to produce documents verifying their address.**

The following criteria will be applied in the order set down by the Board of Governors of St Joseph’s Primary School, Crossgar in selecting children for admission to Y1 in September 2024.

It is the parents’ responsibility to ensure that any information which is relevant to the criteria is included on the application or provided directly to the first preference school.

***Year 1 Intake***

In the event of over-subscription, the Board of Governors will apply the following criteria in the order set down.

1. Children of compulsory school age who reside in the parish of Kilmore.
2. Children of compulsory school age from other areas in Northern Ireland.
3. Children of compulsory school age from outside Northern Ireland

In the event of over-subscription in any one of the criteria, taken in order, the following sub-criteria will be applied in the order set down below.

1. children who at the date of their application, have a child of the family currently enrolled in the school.
2. other children based on the closeness of their home to the school, as measured by the shortest walking distance (using Google maps to determine this)
3. in the event of a Tie breaker, children will be prioritised by age, with the eldest being selected, established by their date of birth on their birth certificate.

***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 TO POLICY***

Should a vacancy arise after the Open Enrolment procedure concludes all applications for admission to Year 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 you in writing if your child gains a place by this method.

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

**Applications for admission to Y1 after the beginning of the school year.**

Criteria as above.

***Y2-Y7 Intake***

Criteria as above, as long as the school has available space.

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| **APPLICATIONS AND ADMISSIONS TO PRIMARY 1** | | |
| **Year** | **Total Applications** | **Total Admissions** |
| **2021/2022** | 20 | 20 |
| **2022/2023** | 22 | 22 |
| **2023/2024** | 20 | 20 |