

St Colman's Primary School
43 Sheeptown Road
Newry
Co Down
BT34 2LA

Maintained Primary School

Enrolment Number: 174
Admissions Number: 25

Telephone No: (028) 3026 6184

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PRINCIPAL: Mr A Savage, BEd, MEd

CHAIR OF BOARD OF GOVERNORS: Ms Karen McNally

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 the Principal, the responsibility for applying these criteria. Any reference herein to the term the Board of Governors includes the Principal appointed by the Board of Governors for the purposes of applying the admissions criteria.

ADMISSIONS CRITERIA

The Principal will apply the following criteria in order to decide which pupils should be admitted at the initial enrolment stage or on transfer from another school.

CHILDREN OF COMPULSORY SCHOOL AGE

- 1 Brothers and sisters, step brother/sister already attending the school.
- 2 Son or daughter of permanent employees at school.
- 3 Children residing in the Parish of Saval.
- 4 Children of past pupils of Loughorne and Sheeptown schools.
- 5 Preference will be given to children with exceptional circumstances (Medical, social or other problems). Evidence will be required to substantiate this.
- 6 The remaining places will be on the basis of chronological order, oldest first. Where two or more children have the same date of birth (except twins or other multiple births) final selection will be made on the basis of alphabetical order of surname. If two or more children have the same surname, then alphabetical order of the first forename will be used. If required thereafter subsequent forenames will be used.

Criterion 6 will also be used to discriminate within any oversubscribed criterion.

DUTY TO VERIFY

All applications to our school must be accompanied by documentation to verify address. This should be a utility bill i.e. (electricity, gas, telephone bill or TV licence which shows the child is resident at this address.)

This is in addition to the standard requirement to provide a birth certificate in order to demonstrate whether or not a child is of compulsory school age. Original documents are required and not facsimiles or photocopies. These will be photocopied and returned to parents/guardians immediately.

The provision of false or incorrect information or the failure to provide verifying documents according to the required deadline may result in the withdrawal of a place.

WAITING LIST POLICY

The school does not operate a Waiting List Policy.

ADMISSION TO P2-P7

The following criteria will be applied in the order set down below, to all pupils seeking admission to Year 2-7.

However, the school cannot cause or permit the number of registered pupils to exceed the school's enrolment number as determined by the Department of Education.

1. Pupils for whom their admission would not, in the Board of Governor's opinion prejudice the efficient use of the school's resources.
2. Pupils will be accepted in order of application.

APPLICATIONS AND ADMISSIONS TO PRIMARY 1		
Year	Total Applications	Total Admissions
2013/2014	29	29
2014/2015	33	31
2015/2016	37	33