

ADMISSIONS CRITERIA

Our Lady of Lourdes PS

Respective Functions

The Board of Governors has drawn up the school's admissions criteria and has delegated to the principal its function and responsibility in relation to the application of the criteria and the admission of pupils to the school.

Admissions Criteria

The following criteria will be applied **in the order set down** 1 to 3. Please note that underage pupils will not be considered for admission to the school.

1. Children of compulsory school age who reside in the parish of St Gerard, Belfast at the time of application. **Please write the name of your parish on the application form.**
2. Children whose parent, legal guardian and/or grandparent is an employee in Our Lady of Lourdes Primary School.
3. Children of compulsory school age from other areas.

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** a) to d).

- a) Children who will have a brother, sister, half-brother and/or half-sister enrolled in our Lady of Lourdes Primary School. **(Indicate name and year group)**
- b) Children whose brother, sister, half-brother, half-sister, parent and/or legal guardian are prior pupils of the school. **(Indicate name and dates of attendance)**
- c) Children who are the eldest child in their family*.

**The verifying letter must state that the child is the eldest child and that the family are known to the verifier. It must be written on headed notepaper, attached to the P1 application form and signed by one of the following who is not a member of the applicant's family:*

- a medical practitioner
- a solicitor
- a clergyman or equivalent
- a nursery/pre-school/private day-care provider.

- d) Other children.

If over-subscribed in any one of the sub-criteria, taken in order, then children will be selected on the basis of the initial letter of the surname as identified on the birth certificate presented at registration. Each year the alphabetical order set out will be predetermined by a randomised selection of the alphabet. Further information about this can be obtained from the school.

In the event of surnames beginning with the same letter, the subsequent letters of the surname will be used in alphabetical order using the randomised selection. In the event of two or more identical surnames the alphabetical randomised order of the initial of the forename will be used. In the event of the forename beginning with the same letter, the subsequent letters of the forename will be used in alphabetical order using the randomised selection.

When considering which children should be selected for admission, the Board of Governors will only take into account information which is detailed on or attached to the application form. Parents should therefore ensure that all information pertaining to their child and relevant to the school's admissions criteria is stated on the application form or attached to it. Examples of such information include whether the child resides in the parish of St. Gerard, Belfast. **All applications must be accompanied by proof of residence (e.g. utility bill).**

In the event of over subscription, the Governors will consider only properly completed application forms which have been lodged with the school on or before the closing date as indicated on the official application form.

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 applicant's Application Form.

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 closing date all applications for admission to P1, 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 each year until 30 June. The school will contact you in writing if your child gains a place in the school by this method.

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

P2 - P7 Admissions Criteria.

If you are applying for your child to join the school throughout the year in one of our classes from P2 to P7 you should contact the school and submit an application form. If the school has not reached its enrollment number and/or admission number a place will be offered. However, if there are no places the above admissions criteria will be applied. Subsequently, should a place become available the child at the top of the waiting list will be offered it.

The current criteria for P1 admission in September, including the predetermined randomized alphabetical order, can be obtained from the school office or accessed on the Education Authority website at: www.eani.org.uk/admissions