

ADMISSIONS CRITERIA

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

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

The following criteria will be applied **in the order set down** 1 to 2. 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.
2. 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 in the school year 2021/2022. **(Indicate name and year group)**
- b) Children whose brother, sister, half-brother, half-sister are prior pupils of the school. **(Indicate name and dates of attendance)**
- c) Children who are the eldest child in their family.
- 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 time of application. The order is set out below and was predetermined by a randomised selection of the alphabet.

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

In the event of surnames beginning with the same letter, the subsequent letters of the surname will be used in alphabetical order using the above randomised selection. In the event of two or more identical surnames the alphabetical randomised order of the initial of the forename, as identified on the birth certificate presented at time of application, 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 above 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 the application form and documentation provided to the school in support of the application. 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 and any supporting documentation for the application is sent directly to the school.

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.

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 Wednesday 28 April 2021 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 until 30 June 2022. 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 available from school.

Applications and Admissions to Primary 1

Year	Total Applications ie All Preferences	Total Admissions
2018/19	93	90
2019/20	92	90
2020/21	85	85