

**Our Lady of Lourdes Primary School**  
**'Park Lodge'**  
**700 Antrim Road**  
**Belfast**  
**BT15 5GQ**

**Catholic Maintained School**

**Enrolment No: 659**

**Admission No: 90**

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**Website: [www.parklodeschool.com](http://www.parklodeschool.com)**

**Principal: Mr Sean Merrick M.Ed., Dip.Ed.,  
P.G.C.E., B.Sc. (Hons.)**  
**Chair of Board of Governors:  
Mrs Christine Nagle**

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***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.

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.

***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 10 January 2023 at 12noon (GMT), and an application submitted by the closing date of 27 January 2023 at 12noon (GMT) will be treated as a punctual application. An application received after 12noon (GMT) on 27 January 2023 and up to 4 pm on 31 January 2023 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 2023 no applications will be processed until after the close of procedure on 27 April 2023.

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 2022 as defined by the new School Age (NI) Act (both groups to be treated equally).

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 sibling, half-sibling and/or step-sibling enrolled in Our Lady of Lourdes Primary School in the school year 2023/2024.
- b) children whose sibling, half-sibling, step-sibling are prior pupils of the school.
- c) other children.

## Admissions criteria for entry September 2023

If over-subscribed in any one of the sub-criteria, taken in order, then children will be selected based on 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.

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

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. Parents should therefore ensure that all information pertaining to their child and relevant to the school's admissions criteria is stated on the application. Parents must also provide the child's birth certificate.

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

### ***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***

Should a vacancy arise after Thursday 27 April 2023 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 2023. 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.**

<b>Applications and Admissions to Primary 1</b>		
<b>Year</b>	<b>Total Applications</b>	<b>Total Admissions</b>
<b>2020/21</b>	<b>85</b>	<b>88</b>
<b>2021/22</b>	<b>92</b>	<b>90</b>
<b>2022/23</b>	<b>85</b>	<b>85</b>