

St John's Primary School
6b – 6d Bligh's Lane
Derry
BT48 9PJ

Maintained Primary School

Enrolment No: 630
Admissions No: 90

Tel No: 028 7126 4046
Fax No: 028 7137 4580
Email: info@stjohns.derry.ni.sch.uk

PRINCIPAL: Mrs G O'Connor
CHAIR OF BOARD OF GOVERNORS: Mrs K McCallion

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

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 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 10 January 2025 at 12noon (GMT) and an application submitted by the closing date of 24 January 2025 at 12noon (GMT) will be treated as a punctual application. An application received after 12noon (GMT) on 24 January 2025 and up to 4 pm on 29 January 2025 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 29 January 2025 no applications will be processed until after the close of procedure on 9 April 2025.

COMPULSORY SCHOOL AGE

Any child who reaches their 4th birthday on or before 1st July 2025 is of Compulsory School Age. Under the School Age (NI) Act which became law in Northern Ireland in April 2022, 'compulsory school age' also includes those children who deferred commencing Primary 1 in September 2024 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.

The Board of Governors, has determined that the following Admissions Criteria will be applied in the order set down, to children of compulsory school age, only in the event of over-subscription. Priority will be given, in the application of each criterion to pupils, regarded by the Board of Governors, on the basis of supporting evidence from parents/guardians and/or Statutory agencies, as having special circumstances, (ie educational, medical, social, security).

- 1** Children whose normal place of residence is within the traditional intake areas St Mary's Parish and of Bligh's Lane.
- 2** Children who have brothers/sisters, half-brothers/sisters presently attending St John's.
- 3** Children who are 'Looked After Children'.
- 4** All other children who apply.

Should any of these criteria result in over-subscription then the children will be selected for admission on the basis of initial letter(s) of surname (as entered on Birth Certificate) in the order set out below:

CINQTAOSDHMVBLWEJPUXFMaCYGKRZ

It is the responsibility of the parents/guardians to ensure that all relevant information is given to the school to enable the Governors to apply the criteria.

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 or provided directly to the school.

YEAR 1 ADMISSIONS – AFTER THE BEGINNING OF THE SCHOOL YEAR

The above criteria will apply if the number of late applications is greater than the number of places available.

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 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

The school does not operate a Waiting List Policy.

ADMISSIONS CRITERIA – YEARS 2-7

A pupil will be considered for enrolment provided that:

- 1** The school will not exceed its enrolment number as determined by the Department of Education.
- 2** This will not compromise the maximum class size recommended by the Department of Education.
- 3** In the opinion of the Board of Governors this would not prejudice the provision of efficient education or the efficient use of resources in the school.
- 4** Having considered the needs of the pupil seeking entry to the school, the Board of Governors considers it is in the best interest of the pupil and of the school, to transfer.

Applications and Admissions to Primary 1		
Year	Total Applications	Total Admissions
2022/2023	48	48
2023/2024	48	48
2024/2025	40	40