

St Comgall's Primary School  
1 Ballymena Road  
Antrim  
BT41 4JG

Maintained Primary School

Enrolment Number: 536  
Admissions Number: 77

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Website: [stcomgalls.co.uk](http://stcomgalls.co.uk)

PRINCIPAL: Mr J Matthews B.Ed (Hons) M.Sc. P.Q.H. (NI)

CHAIR OF BOARD OF GOVERNORS: Very Rev Fr S Emerson

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

The Board of Governors draws up the admissions criteria and delegates the responsibility for applying these criteria to the Principal.

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 first preference school. Examples of such information include whether the child has brothers/sisters attending the school, or is the eldest child in the family.

### OPEN NIGHT AND WELCOME DAY

Due to the current Government restrictions, St Comgall's PS will not be conducting a face to face open day/night. In December and January, please visit our school website or Youtube channel to receive Open Day information digitally and enjoy a virtual tour of the life of St Comgall's. This information will also be advertised in the local media.

**Welcome Day:** Newly admitted Year 1 pupils and their parents will be invited to attend a Welcome Morning in Term 3 of the academic year. Times and dates will be communicated in due course.

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

The following criteria will be applied in the **order set down** by the Board of Governors of St. Comgall's Primary School in selecting children for the admission to P1 in September 2021. All children resident in Northern Ireland at the time of their proposed admission to the school will be selected for admission to the school before any child not so resident.

**Admissions criteria for Primary 1 to be used in the event of the school being oversubscribed. The criteria are listed in order of priority.**

- (a) Children who are of compulsory school age.
- (b) Children who reside in the Parish of Antrim.
- (c) Children who have a sibling presently enrolled in the school.\*
- (d) Children whose sibling is a past pupil of the school.\*
- (e) Children who are the eldest child to apply to a mainstream primary.
- (f) Any other application from within the Antrim Parish boundary.
- (g) Any other application from outside the Antrim Parish boundary.
- (h) Children for whom St. Comgall's is the closest maintained primary school to their home address – as measured by Google Maps.
- (i) Children who live closest to St. Comgall's Primary School – as measured by Google Maps.

## Admissions criteria for entry September 2021

\*If using criteria (c) or (d), it is the responsibility of the applicant to list the sibling name and dates of attendance on the application. Failure to do so will mean the Board of Governors will not be able to apply the selection criteria.

### 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.

Documentation submitted in support of your application should be provided directly to the school of first preference.

Upon application, the Child's Birth Certificate along with any "Duty to Verify" documents requested by schools of any preference within the application, must be provided to the 1<sup>st</sup> preference School.

### WAITING LIST POLICY

#### **Applications for admission to Y1 for September 2021 before the start of the school year:**

Letters/emails will be issued advising parents of the primary school in which their child has been placed/not placed. After this date, all applications for admission to Year One that were initially refused, late applications, applications where new information has been provided and new applications received will be treated equally and the criteria as listed above will be applied. Your child's name will be added to this list automatically and, if a place becomes available, the school will contact you. This waiting list will be in place until 31 August 2021.

Parents must inform the school in writing if they wish to have their child's name added to a new waiting list which will take effect from 1st September 2021. The school will contact you if a place becomes available.

### ADMISSION TO Y2 – Y7

#### **Applications for places in Y2-Y7 after the start of the school year i.e. from 1st September 2021:**

If a vacancy arises and the school has not exceeded its maximum enrolment number, and provided no class from Y1 – Y4 exceeds 30 pupils, the above criteria will be applied to select pupils from the waiting list. It is the parent's responsibility to inform the school in writing that they wish to have their child's name added to the waiting list.

<b>Applications and Admissions to Primary 1</b>		
<b>Year</b>	<b>Total Applications</b>	<b>Total Admissions</b>
2018/2019	73	73
2019/2020	77	77
2020/2021	67	67