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| **MACOSQUIN PRIMARY SCHOOL****34 Dunderg Road****Macosquin****Coleraine****BT51 4ND****Telephone: 028 7034 4317****Email: lmcelwee632@c2kni.net****Website:** [**www.macosquinps.co.uk**](http://www.macosquinps.co.uk) | **Controlled Primary School****Enrolment No: 194****Admission No: 28****PRINCIPAL: Mrs L McElwee****CHAIR OF THE BOARD OF GOVERNORS: Mr A Kennedy** |

**DETAILS OF THE RESPECTIVE FUNCTIONS OF THE BOARD OF GOVERNORS AND THE PRINCIPAL IN RELATION TO ADMISSION TO THE SCHOOL**

The Board of Governors will determine the criteria. The Principal will administer the admissions procedure. Should the number of applications exceed the school admissions the use of the following criteria has been delegated to the Principal who will report to the Governors.

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

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 alate application.

Priority will be given to children who will have attained compulsory school age at the time of their proposed admission, over those who will not have attained compulsory school age at the time of their proposed admission.

In selecting children for admission, children resident in Northern Ireland at the time of their proposed admission will be selected for admission to the school before any child not so resident.

Admissions criteria will be applied etc: -

1. Children with siblings attending the school in the year of admission.
2. The eldest/only child in the family to apply to a mainstream school.
3. Children whose parent/guardian is currently employed in the school.
4. Children who live nearer to the school, measured by google maps from the permanent home address to the main school entrance.
5. Date of birth with preference being given to the eldest child.

**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 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.**

The above admissions criteria will also be used for the purposes of selecting between applications for admission to Primary One after the beginning of the school year, when the number of late applications is more than the number of vacant places available.

**DUTY TO VERIFY**

Applicants should note that they may be required to produce documents verifying information pertinent to the school’s admissions criteria.

It is the responsibility of parents to make all relevant information available to Governors at the time of applications.

**WAITING LIST POLICY**

The school’s policy on the consideration of applications after the Open Enrolment Admissions procedure concludes on 27 April 2021 is available directly from the school.

Should a vacancy arise, the above criteria will be applied to select pupils from our waiting list.

**ADMISSIONS CRITERIA FOR RECEPTION**

Children who are four years of age after 1 July may be admitted to Reception in order of their reaching their fourth birthday, provided that their admission would not cause the school to exceed its admission and enrolment number.

**ADMISSIONS TO P2-P7**

Pupils will be admitted to P2-P7 provided their admission does not lead to the enrolment number being exceeded. The same admissions criteria will be applied as for admission to P1.

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| **Applications and Admissions to Primary 1** |
| **Year** | **Total Applications** | **Total Admissions** |
| **2018/2019** | **43** | **30** |
| **2019/2020** | **28** | **28** |
| **2020/2021** | **25** | **25** |