

ST. BRIDE'S PRIMARY SCHOOL
DERRYVOLLIE AVENUE
BELFAST
BT9 6FP

Catholic Maintained School
Co-educational

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Website: www.stbridesps.org.uk

Enrolment No: 809

Admission No: 116

Principal: Mrs. M. R. Quinn
Chair of Board of Governors: Mrs. R Flanagan

Respective Functions

The Board of Governors has established 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

Priority will be given to children resident in Northern Ireland at the time of their proposed admission.

In the event of the school being oversubscribed, the following criteria will be applied in the order listed below:

1. Children of compulsory school age who have one or both parents deceased and who are resident within the geographical boundaries of St Brigid's Parish.
 2. Children of compulsory school age whose parent/guardian is a member of the permanent teaching, auxiliary or ancillary staff (or who has been appointed to take up imminent employment).
 3. Children of compulsory school age who are residents within the geographical boundaries of St Brigid's Parish and who have brothers/half/step brothers, sisters/half/step sisters of pupils enrolled in St. Bride's Primary School on the application deadline date; it is essential that you **indicate name and year group of sibling/s on the application form. (Parent's/guardian's address, not address of childminder)**
 4. Children of compulsory school age, who are the eldest or eldest eligible* child and who are resident within the geographical boundaries of St Brigid's Parish on the application deadline date. **(Parent's/guardian's address, not address of childminder)**
- * eligible - where a child is more than 7 years younger than their next eldest sibling or where the eldest sibling is not eligible to attend mainstream school and is attending a special school.**
5. Children of compulsory school age who are resident within the geographical boundaries of St Brigid's Parish on the application deadline date. **(Parent's/guardian's address, not address of childminder)**
 6. Children of compulsory school age from outside the geographical boundaries of St Brigid's Parish who are brothers/half/step brothers, sisters/half/step sisters of pupils enrolled in St. Bride's Primary School on the application deadline date; **it is essential that you indicate name and year group of sibling/s on the application form.**
 7. Children of compulsory school age from outside the geographical boundaries of St Brigid's Parish who are brothers/half/step brothers, sisters/half/step sisters of past pupils of St. Bride's Primary School. **Names and dates of attendance should be supplied on application form.**
 8. Children of compulsory school age from other areas.

In the event of a tie **in any one of the above criteria**, children will be selected on the basis of the initial letter of surname (as entered on the birth certificate) in the order set down below

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

(This order was determined by a randomised selection of the letters of the alphabet. This will be randomised annually. Mac and Mc come under M)

In the event of surnames beginning with the same initial letter the subsequent letters of the surname will be used in alphabetical order. In the event of two identical surnames the alphabetical order of the forename will be used. (In the order listed on the birth certificate)

When considering which children should be selected for admission, the Board of Governors will only take into account information which is detailed on or attached to the application form. 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 or attached to it e.g. siblings etc.

*"Applicants should note that where an address contained within an application qualifies it for admission, then that address will be verified. To enable the Board of Governors to verify addresses, all applicants should provide **any two of the following three documents**:*

- a bank or building society statement which shows the address at which the child is resident;
- a utility bill (for instance electricity, gas, Television Licence, telephone) which shows the address at which the child is resident;
- a letter awarding Child Benefit to the child or another letter relating to this benefit;

This is in addition to the standard requirement to provide a Birth Certificate in order to verify the age of the child.

Original documents are required and not facsimiles or photocopies and should be presented in person. Applicants seeking alternative verifying arrangements should contact the schools listed on their application form that require verifying documents to agree alternative verification arrangements.

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 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 Policy

Should a vacancy arise after the initial issue of letters of offer, 26th April 2018, those children of parents who made application prior to the 10th January 2018 deadline will be given priority before any new/late or initially refused applications. Places are allocated using the Year 1 application criteria. Your child's name will be automatically added to the list. This waiting list will be in place until 31st December 2018.

The school will contact you in writing if your child gains a place in the school by this method.

Please contact the school if you wish for your child's name to be removed from the list. After 31st December 2018, parents would need to contact the school to continue to have the name remain on the waiting list.

P2 – P7 Admissions Criteria available from school.

Applications and Admissions to Primary 1

Year	Total Applications i.e. All Preferences	Total Admissions
2015/16	139	117
2016/17	148	118
2017/18	143	120