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

The Board of Governors draw up and apply the criteria for admissions.

### **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.

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.

The Board of Governors will apply the following criteria in the order indicated to identify which children should be admitted either at initial admission to education or on transfer from another school.

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).

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.

- 1 Children of compulsory school age who listed Millington Primary School as their first preference.
- 2 Children who will have a brother(s)/half or step brother(s) or sister(s)/half or step sister(s) in attendance during the 2022/2023 school year.
- 3 Son(s) or daughter(s) of permanent full-time employees at the school.
- 4 Children whose brother(s) or sister(s) previously attended the school.
- 5 The eldest/only child in the family.
- 6 Children for whom the school is the controlled primary school nearest to their home, as outlined in Criteria 7.
- 7 Any remaining places will be allocated on the basis of the proximity of the child's home to the school, calculated using Google Maps postcode facility, priority being given to those living nearest to the school.

Criterion 7 will also be used to discriminate within any oversubscribed criterion (except criterion 1).

### ***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. e.g. a utility bill. 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***

The waiting list will consist of those applicants whose application was received by the closing date and who were unsuccessful at the time of the application, in the order identified at the time and on the basis of the above criteria. Late applications will be placed at the bottom of the waiting list in date/time order as they are received.

### ***ADMISSION TO P2-P7***

Requests for places in P2-P7 classes will be considered provided that the total enrolment number has not been reached and that additional enrolments will not significantly increase individual class numbers.

<b>APPLICATIONS AND ADMISSIONS TO PRIMARY 1</b>		
<b>Year</b>	<b>Total Applications</b>	<b>Total Admissions</b>
<b>2020/2021</b>	<b>79</b>	<b>76</b>
<b>2021/2022</b>	<b>83</b>	<b>83</b>
<b>2022/2023</b>	<b>91</b>	<b>91</b>