**Holy Family Primary & Nursery School** Catholic Maintained

**3 Aileach Road** Co-Educational

**Derry City**  Age Range 4-11

**BT48 0AZ**  Roll: 534

**Tel No: 028 7126 7798**

**Fax No: 028 7126 4528**

**Email: gmatthewson813@c2kni.net**

**Website: www.holyfamilyps.com**

**Twitter: @principalhfps**

**Principal: Mr G Matthewson Chair of Board of Governors: Mrs Carmel Doherty**

**Admissions No: 90 Enrolment No: 640**

**Respective functions of the Board of Governors and Principal in relation to admissions.**

The Board of Governors have delegated the task of applying criteria to an Admissions Sub-Committee consisting of Principal and three Governors.

Children resident in Northern Ireland at the time of admission will be selected for admission before any child not resident in Northern Ireland.

The Board of Governors of Holy Family Primary and Nursery School decided that the following criteria shall be applied in the event of the number of pupils applying in Year 1 being greater than the admissions number, in the order set down below.

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 and/or statutory agencies, as having special circumstances, (ie medical, social or security reasons).

**ADMISSIONS CRITERIA – YEAR 1**

1. Applicants of compulsory school age who have “other children of the family” \*\* with identical addresses presently attending the school or children of compulsory school age whose parent(s)/guardian(s) is currently a permanent employee of Holy Family Primary and Nursery School.
2. Applicants of compulsory school age residing in the Parish of Holy Family or those housing developments opening on to the Buncrana Road, north of the Branch Road Roundabout (inclusive of Knockena, Woodbrook West, Woodbrook, Pinetrees and other roads opening onto the Buncrana Road but not inclusive of the Lower Galliagh Road).
3. Applicants of compulsory school age who have “other children of the family”, who previously attended the school.
4. Applicants of compulsory school age residing in other areas.

In the event of under-subscription at the date of notification of places, the remaining places will be filled on the basis of the order in which application forms are received by the school.

Applicants should note that:

**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/Guardians 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. Examples of such information include (whether the child is the eldest child/has brothers/half-brothers or sisters/half-sisters attending the school).**

* The Board of Governors reserves the right to require such supplementary evidence as it may determine to support or verify information on any application.
* The provision of false or incorrect information or the failure to provide information within the deadlines set by primary schools can result in the withdrawal of a place and the inability to offer a place on the part of any school nominated on the applicant’s application from.

This is in addition to the standard requirement to provide a birth certificate to verify a child’s age.

On the application of the listed criteria if over-subscriptions still exists, selection will be on the basis of the drawing of lots.

**Waiting List**

“The school’s policy on the consideration of applications after the Open Enrolment Admissions procedures concludes on 9 May 2019 is available directly from the school or can be accessed on our school website. Should a vacancy arise, the above criteria will be applied to select pupils from our waiting list.”

**YEAR 1 ADMISSIONS – AFTER THE BEGINNING OF THE SCHOOL YEAR**

Children who apply to enter the school during the academic year will be considered using the same criteria as for Year 1.

**ADMISSIONS CRITERIA – YEARS 2-7**

1. A pupil will be considered for enrolment provided that the school will not exceed its enrolment number as determined by the Department of Education.
2. Pupils will be accepted in order of application.
3. The age of the pupil must be compatible with the year group in which a vacancy exists.
4. If the number of applications is more than the number of vacant places available, the same criteria as listed for Year 1 will be applied.

The criteria will be applied by the Principal.

|  |  |  |
| --- | --- | --- |
| **Application and Admissions to Primary 1** | | |
| **Year** | **Total Applications** | **Total Admissions** |
| **2016/2017** | **62** | **59** |
| **2017/2018** | **61** | **60** |
| **2018/2019** | **84** | **79** |

\*\*

Please note that the term “children of the family” covers:

* A child born to a married couple
* A child born to a co-habiting couple
* A child of either of those people by a previous marriage or relationship
* A child of a couple whether there is a civil partnership or not
* An adopted or fostered child
* A situation where, for example, a cousin is being brought up with a family