

Howard Primary School
2 Main Road
Moygashel
Dungannon
BT71 7QR

Controlled Primary School

Enrolment Number: 319
Admissions Number: 46

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PRINCIPAL: Mrs P L McWilliams BEd, D.A.S.E.
CHAIR OF BOARD OF GOVERNORS: Mr D Cuddy

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

The Board of Governors draws up the admissions criteria and delegates to an Admissions Sub-Committee, which includes the Principal, the responsibility for applying these criteria. Any reference herein refers to the term Board of Governors includes any Sub-Committee appointed by the Board of Governors for the purposes of applying the admissions criteria.

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.

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

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

In the event that there are fewer applicants complying with a particular criterion than there are places available or remaining, those applicants complying with that criterion will be admitted and the next criterion will be applied to the remaining applicants.

In the event that there are more applicants complying with a particular criterion than there are places available or remaining, those applicants complying with that criterion will go forward to be considered under the next criterion, and those not complying with that criterion will be eliminated.

1. 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).
2. Children resident in Northern Ireland at the time of their proposed admission to the school before those who are not so resident.
3. Children who, at the date of their application, have a child of the family* currently enrolled at the Howard Primary School. *Child of the family definition as per DE Circular2016/17 (revised 13/09/2017) – Sibling.
4. Children who, at the date of their application, are the eldest child of the family to be eligible to apply for admission to Howard Primary School e.g. twins or multiple births will be

Admissions criteria for entry September 2023

treated as joint eldest, in cases where the child is more than 7 years younger than their next nearest sibling – the child will be treated as eldest and in cases where the eldest sibling is not eligible to attend mainstream school.

5. Children of permanent employees of the Howard Primary School.
6. Children who attended Howard Nursery Unit.
7. Children with exceptional circumstances (social, medical or security). The exceptional circumstances should be made known at the time of the application. Any application considered under this criterion must be clearly identified using the term “exceptional circumstances”. It must provide names and addresses of statutory bodies from whom the Board of Governors reserve the right to seek information of the existence of the exceptional circumstances.
8. Children for whom the school is the controlled primary school nearest to their home as measured by driving distance. (“Home” is the child’s permanent place of residence. It is not the child-minder’s or a relative’s address).
Driving distance from the home will be measured by a member of the Board of Governors clocking the mileage, while driving from the school gate to the home address. In the event of two children living an equal distance from their home to Howard PS chronological order of age – eldest first will apply.

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.

WAITING LIST POLICY

The school’s policy on the consideration of applications after the open enrolment procedure concludes on 27 April 2023 is detailed below.

Should a vacancy arise after placement letters have been issued, all applications for admission to Primary 1 that were initially refused, new applications, late applications and applications where new information has been provided, will be treated equally and the published criteria applied. This waiting list will be placed until the end of the academic year.

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

A child’s name will be automatically added to the list. Parent should contact the school if they wish their child’s name to be removed from the list.

ADMISSION TO P2 – P7

Request for places in P2 – P7 classes will be considered provided the maximum enrolment has not been reached and that:

- Additional enrolments will not exceed a maximum of 30 pupils in any Foundation Stage or Key Stage 1 class.
- Such admissions do not prejudice the efficient use of school resources.

The Board of Governors will apply the criteria as employed for admissions to year 1 to identify which children should be admitted to years 2-7.

WAITING LIST P2 – P7

In the case of unsuccessful applications to year 2-7, the parents of each unsuccessful applicant must indicate whether or not they wish their child’s name to be added to the school’s waiting list.

Admissions criteria for entry September 2023

The waiting list will apply to all applications received between 1 September 2022 and 30 June 2023 for admission into years 2-7. If a place becomes available between these dates, the years 2-7 admissions criteria will be applied to all applicants on the waiting list until the end date specified. The school will contact you in writing if your child gains a place in the school through this method.

Applications and Admissions to Primary 1		
Year	Total Applications	Total Admissions
2020/2021	38	38
2021/2022	43	43
2022/2023	34	34