

CREGAGH PRIMARY SCHOOL
MOUNT MERRION AVENUE
BELFAST
BT6 0FL
“Together, we make a difference”
Principal: Mr D F Heggarty B.Ed; M.Ed; PQHNI
Chair of Board of Governors: Mrs M. Hunter

CONTROLLED PRIMARY SCHOOL

Telephone: 028 9040 1246

E-Mail: info@cregaghps.belfast.ni.sch.uk

Website: www.cregaghprimary.org.uk

Admissions No. 29

Enrolment No. 203

RESPECTIVE FUNCTIONS OF THE BOARD OF GOVERNORS

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.

SCHOOL ENROLMENT EVENTS 2022-23

Due to restrictions associated with the ongoing Coronavirus pandemic, the normal programme of enrolment events including Open Evening, Coffee Morning for prospective P1 parents and *Breakfast with Santa* cannot run this year.

In-person tours of the school for parents of children due to start P1 in September 2022 will be available during December and January. Appointments for these tours can be made by contacting the school's office. Families can also request a pre-application information pack that will be sent directly to their home.

Parents are encouraged to visit the school's regularly updated website, where they can view the school's specially commissioned promotional video for the 2022-23 enrolment period.

ADMISSIONS CRITERIA

Applicants should note that they will be required to produce documents verifying their address.

It is the parents' responsibility to ensure that any information relevant to the criteria is included on the application form as this cannot be assumed e.g. siblings attending/attended.

Application packs including: colour prospectus and other useful information may be requested from the school by telephone or email.

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 2022 at 12 noon (GMT) and an application submitted by the closing date of 28 January 2022 at 12 noon (GMT) will be treated as a punctual application. An application received after 12 noon (GMT) on 28 January 2022 will be treated as a late 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.

Primary One

It is the policy of the school to admit only children of compulsory school age. Cregagh Primary School can accept up to 29 children into P1 each year. There is currently one class per year group from P1 to P7.

In the event of classes being over-subscribed, the following criteria of admission will be applied to applications of children of compulsory school age in the order stated below:

1. Preference will be given to children with another child of the family currently in attendance at the school and living at the same address (*child of the family* as defined by the Department of Education Circular 2014/06 includes siblings, step siblings, fostered, orphaned and adopted children.)
2. Preference will be given to other children on the basis of the proximity of their home to the school, as measured by the shortest walking distance via a recognised public route.

Sub-criteria

In the event of over-subscription in any of the above criteria, taken in order, the following sub-criteria will be applied in the order stated.

- a) Applications where Cregagh Primary School is first choice
- b) In the event of two children both having Cregagh Primary School as first choice, the eldest child will be given preference

NB 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 their application.

Examples of such information include details of family members currently in attendance in the school and details of parents or family members who previously attended Cregagh Primary School.

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 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

A Waiting List Policy exists for all unsuccessful applicants. Should a vacancy arise after the Open Enrolment Procedure has concluded, all applications for admission to Cregagh Primary School that were initially refused along with 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 in place until the end of the academic school year.

The school will contact parents if their child gains a place in the school by this method. The names of all children who do not obtain a place at Cregagh Primary School will be automatically added to the waiting list. Please contact the school if you wish for your child's name to be removed from the list.

If you require further information concerning the school, please do not hesitate to approach us and we will be pleased to answer any queries.

Mid-year Primary One Applications and Primary Two to Primary Seven Intake

The same criteria as used for P1 admissions will be applied to P2-P7 admissions. Pupils with the appropriate dates of birth will be admitted to P2 – P7 only if the physical capacity of the school has not been reached. It is the usual practice for all mid-year applications to be considered by the school’s Board of Governors.

Applications for Admission

	Total Applications (incl. further preferences)	Total Admissions
2019/20	18	17
2020/21	20	19
2021/22	20	20

School Motto: “Together, We Make a Difference”

