

**Euston Street P.S.**

**& Nursery Unit**

**Admissions Policy**

**Commitment to review**

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| **Date the plan came into effect** | **November 2018** |
| **Who is responsible for this document** | **Principal, BoG** |
| **Issued to** | **Staff, BOG, parents, EA** |
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**EUSTON STREET PRIMARY SCHOOL**

**Admissions Policy**

**Introduction**

**Mission**

*‘To work together for excellence in: our learning; our school; our community; and our future’.*

Our purpose therefore is to be an excellent school. We continually strive for excellence in every area of school life. To achieve this aim we must always have the right school **vision and values** and these must be at the heart of all that we do, including our School Development Plan.

**Vision**

In order to achieve excellence in each aspect of school life, our vision is:

*'To create a safe, happy learning community. A community where together, we inspire and equip our pupils so that they fulfil their potential, use their talents and follow their dreams now and always.’*

**Values**

We believe that our school is a place where the child is at the centre.

*‘We value kindness, integrity, hard work and mutual respect.'*

Good attendance at school is essential for a pupil’s education and establishes a positive working ethos early in life.

The following policy offers guidance on the open enrolment policy, including parental preference and admissions criteria, along with information about limitations on school enrolments and post-primary transfer.

**Open enrolment policy**

Under the open enrolment arrangements, (the Education (NI) Order 1997 refers) there is a statutory requirement that all schools must admit pupils up to an approved admissions number and within an overall enrolment number. These numbers are determined by the Department in consultation with the Education Authority (EA), the Council for Catholic Maintained Schools (CCMS) as appropriate, and Boards of Governors of schools and are based on the physical capacity of the school.

The Education Authority North Eastern Region and the Department of Education must approve any increase to the school’s P1-P7 total open enrolment number of **359** and the school’s Nursery Unit intake of **52** and Year One intake number of **51** pupils.

**Parental preference**

Parents are able to express a preference for the schools they wish their child to attend. However, parental preference is not absolute but is constrained by the physical capacity of the school, because if popular schools were allowed to grow, there would be significant additional costs to meet their accommodation needs, and inefficiency through the reduction in numbers attending other schools with places available.

**Limitation on Enrolement**

The present policy Department of Education for Northern Ireland is that enrolment and admission numbers will not be increased simply to cater for the number of pupils applying, ie., popular schools are not allowed to expand if there are surplus places elsewhere.

**Class Size Policy including Temporary Variations**

The Board of Governors must by law adhere to the Department of Education for Northern Ireland’s ’s Class Size Policy for Foundation Stage and Key Stage 1.

**Refer to DE Circular 2011/01 and DE Circular 2012/20.**

**Admission to Year one**

The process for applying for a Nursery Unit place and Year One place and the admissions criteria for Euston Street Primary School are published by the Education Authority. More information is available from the School Admissions Office in Armagh. (Contact details provided below). You can also find the admissions criteria in the school prospectus via school or [www.eustonstreetps.co.uk](http://www.eustonstreetps.co.uk)

**Waiting list policy for Nursery Unit and Year 1**

If the school is has reached its maximum enrolment of **52** in the Nursery Unit or **51** in Year 1 or has reached its maximum intake of 60 pupils in any particular year group parents/carers can request that their child is placed on the school’s waiting list. Euston Street Primary School operates waiting list policies for both P1 and P2-P7 admissions.

Copies of the **P1 Waiting List Policy** and the **P2-P7 Admissions/ Policy** are available on request from the school office. The Education Authority also retain copies.

**Nursery Unit**

Should a vacancy arise after Friday 8th June 2018 all applications for admission to Euston Street Nursery Unit, 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 in place until August 31st 2019.

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

After 1 September parents should inform the school in writing if they wish their child’s name to remain on or be placed on a waiting list. All children on the waiting list at the time of the vacancy will be treated equally and the published criteria applied. This waiting list will be in place until 30 June 2020.

**Year 1**

Should a vacancy arise after Thursday 9th May 2019 all applications for admission to P1 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 in place until 30 June 2020.

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

Should a vacancy arise after Thursday 9th May all applications for admission to Year 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 in place until 31st August 2019.

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

After 1 September parents should inform the school in writing if they wish their child’s name to remain on or be placed on a waiting list. All children on the waiting list at the time of the vacancy will be treated equally and the published criteria applied. This waiting list will be in place until 30 June 2020.

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.  Examples of such information include whether the child has brothers or sisters attending the school.

**Admissions criteria**

Schools must publish the admissions criteria which will be used to select pupils if there are more applicants than places. Parents whose children are unable to gain a place in the school of their choice can appeal to an independent appeal tribunal. That appeal can, however, only be on the basis that the school had not applied, or not correctly applied, the criteria which it used to select pupils.  Decisions of appeal tribunals are binding on all parties, ie the school, the EA and the Department.

**Nursery Unit**

Children will be admitted to Euston Street Nursery unit according to the following ordered criteria:

1 Children born between 2 July 2015 and 1 July 2016 whose parent(s)/guardian(s) are from socially disadvantaged circumstances.

2 Children born between 2 July 2015 and 1 July 2016.

***Note: Children from ‘socially disadvantaged circumstances’ means a child whose parent is in receipt of (i) Income Support, or (ii) Income-based Jobseeker’s Allowance, or (iii) an award of Income Support which has been converted into an Employment and Support Allowance and the level of benefit remains the same, or (iv) Universal Credit. When parents apply for places for their child on this basis they must have their application form stamped by the Social Security /Jobs and Benefits Office to confirm that they are in receipt of a qualifying payment.***

**Sub-criteria**

In the event of over-subscription in any of the above criteria the following sub-criteria will be applied in the order set down:

a) Children with siblings/half siblings/ step siblings currently attending Euston Street Primary School. (Indicate name and Year Group)

b) Children who put Euston Street Nursery Unit as their first preference.

c) Children who, at the time of application, are the eldest or only child in the family to be eligible to apply for admission to the Nursery unit.

d) Priority will be given to children whose permanent residence is the shortest distance from the school. Distance will be determined by a straight line measurement generated electronically using the online programme by Ordnance Survey Northern Ireland.

In the event of vacancies remaining after the above criteria have been applied, the following criteria will be applied to other applicants.

3 Children born between 2 July 2016 and 1 July 2017.

In the event of over-subscription within criterion 3 final selection will be based on eldest first.

**Year 1**

Only children of compulsory school age, (i.e. children born on or between 2 July 2014 and 1 July 2015 inclusive) will be admitted to the school. In the event of the school being oversubscribed the Board of Governors will admit pupils according to the criteria set out below.

The criteria will be applied in the order in which they are set down. When so applying the criteria, should the number of children who satisfy the requirement of any criterion exceed the number of places still available within the school’s admissions number, the remaining criteria (i.e. those not yet applied) will be applied successively and in the order set down, to the group of children who satisfied the criterion which caused the number of places available to be exceeded, until all of the available places have been allocated.

1. Children with siblings/half siblings/step siblings currently attending Euston Street Primary School (Indicate name and Year Group)

2. Children who are enrolled during the 2018/19 school year at Euston Street Nursery Unit.

3. Children who, at the time of application, are the eldest or only child in the family to be eligible to apply for admission to the school.

4. Priority will be given to children whose permanent residence is the shortest distance from the school. Distance will be determined by a straight line measurement generated electronically using the online programme by Ordnance Survey Northern Ireland.

**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.

The Governors request that all applicants provide the following documentation to the school by 12 noon on Friday 8 February 2019:

An original birth certificate for the child (either long or short)

Any two of the following to verify the child’s home address:

* A recent bank or building society statement which shows the address at which the child is resident
* A recent utility bill (electricity, gas, television licence or phone) which shows the address at which the child is resident
* A recent letter awarding child benefit to the child or another recent letter relating to this benefit
* Electoral Identification
* Driving Licence for parent/ guardian showing the address at which the child is resident
* A recent payslip
* A recent mortgage or rental document
* A recent land/ property document
* Recent documents are defined as being within the last 6 months, with the exception of mortgage or land property documents, where within the last year is accepted.

**Admissions Year 2 to Year 7**

Transfer between Primary Schools

Euston Street Primary School operates an **Admissions Policy** for all applications received by the school for admission to years 2-7.

The Board of Governors delegate the authority to organise admissions on a day to day basis to the Principal.

A child will be admitted provided that:

* The school will not exceed its enrolment number as determined by the Department of Education N.I.
* The class size of 30 pupils for years 2-4 as determined by the Department of Education will not be exceeded: and
* Their acceptance will not prejudice the efficient use of resources.

In the case of unsuccessful applicants to years 2-7, the parents/carers of each unsuccessful applicant must indicate in writingif they wish their child's name to be added to the school's waiting list. Names will remain on the waiting list until the end of the child’s Year 7. If at any time you wish to remove your child’s name from the waiting list, please advise the school in writing.

In the event of the number of applications for admission exceeding the number of vacant places the above criteria for Nursery and Year 1 will be applied in the order set down.