

**DUNDONALD PRIMARY SCHOOL**  
**10 CHURCH GREEN**  
**DUNDONALD**  
**BELFAST BT16 2LP**



**CONTROLLED PRIMARY SCHOOL**  
**Telephone: 028 9048 2680**  
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**Together we**  
**Inspire Believe Achieve**

**Principal: Mr G R Byers BA PGCE DASE**  
**Chair of Board of Governors: Mr G Ennis**

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**Website: [www.dundonaldprimaryschool.net](http://www.dundonaldprimaryschool.net)**

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**Admissions No. 116**

**Enrolment No. 813**

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### **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/Vice-Principal, the responsibility for applying these criteria.

### **Open Evening**

There will be an Open Evening on 7<sup>th</sup> December 2016 from 7.15pm – 8.30pm with the Principal's welcome in the School's Assembly Hall at 7.15pm. This evening will provide an excellent opportunity for you and your child to find out about our Primary school provision. If you are unable to attend on this date, please contact school and we will be delighted to arrange a suitable time for a visit to see the school in action.

### **Admissions Criteria**

#### ***Year 1 Intake***

The admissions criteria will be applied in the following order to children of compulsory school age.

- 1 Preference will be given to those children with a brother or sister\* currently in attendance at Dundonald Primary School or Nursery Unit. (Applicants must state the family member in attendance on the application form).
- 2 Preference will be given to children who are the eldest or only child in the family.
- 3 Preference will be given to children whose parent(s) are employed to work within the school.
- 4 Preference will be given to children whose brother/sister is a former pupil of the school.
- 5 Preference will be given to children whose parent/guardian was a past pupil of Dundonald Primary School.

\*includes half-brother/sister, stepbrother/sister, foster brother/sister

#### **Sub-Criteria**

In the event of over-subscription in any of the above criteria preference will be given, in the order set down, to children on the following basis:

- i Dundonald Primary School listed as first preference.
- ii Preference will be given to the child who lives closest to the main entrance of the school. Distance will be measured electronically in a straight line from the child's home address to the front door of the school using Ordnance Survey of Northern Ireland co-ordinates. Where 2 or more children live equidistant from the school final selection will be by lot.

***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. For example, whether the child has brothers or sisters attending the school/is the eldest or only child in the family.***

### **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.***

All applicants should note that where an address contained within an application qualifies it for admission prior to a place being offered, then that address will need to be verified.

All applicants will be required to verify information at the time of original application using:

- The child's original birth certificate (essential)
- A utility bill giving current address (within the last 3 months)
- Driver licence with current address

Only 1 item of the latter 2 is necessary

### **Waiting List Policy**

Any parent who wishes their child to be placed on a waiting list for any year group should confirm this request in writing by the 1<sup>st</sup> September in that year. Parents should renew their request in writing at the beginning of each school year. (1<sup>st</sup> September)

Should a place become available the above criteria will be applied to all children on the waiting list until the school's admission number has been reached. Preference will be given, in the first instance, to those for whom Dundonald PS was the first choice school. Should a place subsequently become available, preference will be given to second choice applicants and so until all available places are filled.

### **Application for admission to Y1 after the beginning of the school year**

Criteria as above.

### **Y2-Y7 Intake**

Children to be admitted into these classes only if the total enrolment number has not been reached and if the number of each year group has not exceeded the Department of Education guidelines on permitted class sizes.

The above criteria will be applicable for admission into Y2-Y7 classes.

### **Applications for Admission**

	<b>Total Applications (inc further preferences)</b>	<b>Total Admissions</b>
<b>2014/15</b>	109	109
<b>2015/16</b>	148	120
<b>2016/17</b>	114	114