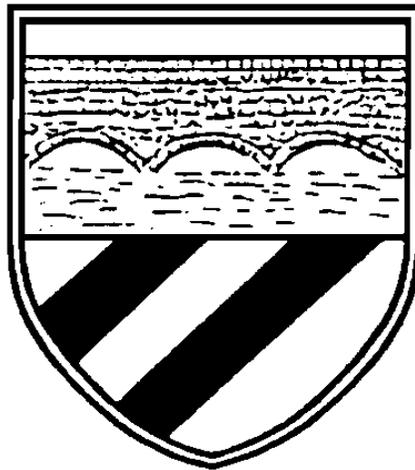


Drumahoe Primary School



Policy for Admissions

ADMISSIONS POLICY

Aims

- To give children and parents as much information about Drumahoe Primary School and the education we provide as possible
- To make each child's start a happy and successful one
- To begin a partnership with parents that will be lasting

Procedures

Children are admitted into year 1 with an Admissions Number of 41 (max 45) and a school enrolment number of 290. Due to the class size policy introduced by D.E.N.I.(Circular 1999/11) certain classes in Foundation Stage and Key Stage 1 will be limited to a maximum of 30 pupils.

Parents are asked to ring to make an appointment to see the Principal in order to discuss their child's admission to the school, and to look round (with or without their child) prior to the child being admitted. No children are admitted until personal contact has been made.

Parents of children already in schools in the area are asked to discuss a possible move with the Principal of the school which their child is already attending. We do not encourage parents to move their children from a local school without good reason.

Parents are provided with a copy of the School Prospectus, and are asked to complete a personal information sheet (Sims Data Form) for their child prior to admission. The children are provided with a Welcome Pack (see list of contents).

Children are only admitted on a Monday morning, or on the first day of a new term.

Once the child has been admitted, parents are asked to keep in close contact with the class teacher to ensure that their child's transition to a new school is a smooth one.

As soon as the child starts school the School Secretary requests records from the previous school including a birth certificate.

At Drumahoe Primary School children who are born on or between 2 July 2008 and 1 July 2009 must commence their primary education in September 2013, at P1 level as they will have reached compulsory school age.

Children who reach the age of 4 years **after** 1 July 2009 may be given a place at the school under certain conditions. However children of compulsory school age must be given preference. (see Admissions Criteria-Appendix 1)

Parents are able to put their child's name down at school expressing an interest (this does not mean a place has been offered) at any time.

The standard admission number for the school is 41 (Max 45). If this number is exceeded then the places are allocated based on the Admissions Criteria.

Application forms are sent out in the Autumn term, and parents are invited to look round school at the P1 Open Evening prior to indicating whether Drumahoe Primary School is their choice.

As soon as possible after notification from W.E.L.B. letters will be sent out offering places. For those families that have been unsuccessful, the Transfer Department of the W.E.L.B. will send letters and details of what to do next.

Once admissions are confirmed, we welcome each child and his or her family, and invite them to spend time with us in the summer term prior to the child starting school. In the first week in September this is continued through the programme of Statutory Baseline Assessment.

ADMISSIONS CRITERIA - YEAR 1

Drumahoe Primary School
31 Drumahoe Road
DRUMAHOE
Londonderry BT47 3SD

Tel No: 028 7130 2284
Fax No: 028 7130 2069
Email: tmcmaster736@c2kni.org.uk

Principal: Mr T R McMaster

Controlled
Co-Educational
Age Range 4-11
Roll: 246

Chairman: Dr. N Chestnutt

Admissions No: 41

Enrolment No: 290

ADMISSIONS CRITERIA – YEAR 1

The Board of Governors of Drumahoe Primary School has determined that the following criteria will be applied in the order set down below. Priority will be given to children who are resident in Northern Ireland at the time of their proposed admission.

- 1 Children of compulsory school age who have brothers/sisters, half-brothers/half-sisters who are presently enrolled in the school.
- 2 Children of compulsory school age who have had a close family connection with the school, ie. parent / guardian, older brother/sister, older half-brother/half-sister who attended.
- 3 Children of compulsory school age who are the first in the family.
- 4 Children of compulsory school age whose parents/guardians wish to make a claim for a place in Drumahoe Primary School based on medical, social or security reasons. All such claims, which should be supported by information supplied by parents/guardians or other agencies, will be considered by the Board of Governors.
- 5 Other children of compulsory school age.

If there are more applicants than places available for the last criterion (1-5) that can be applied, the final selection will be on the basis of the closeness of the parents' home to school measured by the shortest walking distance.

- 6 Pupils who reach their 4th birthday between 2 July 2013 and 31 October 2013 (both dates inclusive) will be admitted by 31 October 2013 into reception.
- 7 Pupils who reach their 4th birthday between 1 November 2013 and 31 December 2013 (both dates inclusive) will be admitted to reception on the first day of the spring term.
- 8 Pupils who reach their 4th birthday between 1 January 2014 and 30 March 2014 (both dates will be admitted into reception on 31 March 2014).
- 9 Children who reach their 4th birthday thereafter will be admitted into reception on the Monday after their 4th birthday.

In the event of over-subscription in criteria 6 . 9, then the following Sub-Criteria will be applied.

- (a) Children who have brothers/sisters, half-brothers/half-sisters who are presently

enrolled in the school.

- (b) Children who have had a close family connection with the school ie parent, guardian, older brother/sister, older half-brother/half-sister who attended.
- (c) Children who are the first in the family.
- (d) Children whose parents/guardians wish to make a claim for a place in Drumahoe Primary School based on medical, social or security reasons. All such claims, which should be supported by information supplied by parents/guardians or other agencies, will be considered by the Board of Governors.
- (e) Other children

The school will continue to admit children not of compulsory school age as above unless the Department of Education determines that such children will be zero-rated for funding purposes.

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

YEAR 1 ADMISSIONS – AFTER THE BEGINNING OF THE SCHOOL YEAR

If a place(s) becomes available after 1 September and there are more applicants than places then selection of pupils will be made on the application of the Year 1 Admissions Criteria to those pupils seeking admission at the time the place(s) becomes available.

ADMISSIONS CRITERIA – YEARS 2-7

The following criteria will be applied to pupils who are seeking admission to Years 2 to 7. Priority will be given to pupils who are normally resident in Northern Ireland at the time of their proposed admission.

Pupils will only be considered for enrolment provided that:

- (i) the school would not exceed its enrolment number; and
- (ii) in the opinion of the Board of Governors their admission would not prejudice the efficient use of the school's resources.

If, at the time of the consideration of the application, there are more eligible applicants than places available then the Admissions Criteria for entry to Year 1 of pupils of compulsory school age will be applied.

The Board of Governors has delegated to an Admissions Sub-Committee the task of applying the Admissions Criteria. The Committee consists of the Principal and three other Governors.

Signed:



Principal