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

Our Lady's Primary School is a Catholic co-educational school with a Catholic ethos under the Trusteeship of St. Patrick's Educational Trust, Archdiocese of Armagh. The school provides a faith-based education centred on gospel values of love, respect, justice, compassion, and hope. We warmly welcome learners from the Catholic tradition, other Christian traditions, and non-Christian traditions as well as those who do not identify as having any religious faith.

The Board of Governors draws up the admissions criteria and delegates to the Principal, the responsibility for applying these criteria. Any reference herein to the term the Board of Governors includes the Principal 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 2025 at 12noon (GMT) and an application submitted by the closing date of 24 January 2025 at 12noon (GMT) will be treated as a punctual application. An application received after 12noon (GMT) on 24 January 2025 and up to 4 pm on 29 January 2025 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 29 January 2025 no applications will be processed until after the close of procedure on 9 April 2025.

COMPULSORY SCHOOL AGE

Any child who reaches their 4th Birthday on or before 1st July 2025 is of Compulsory School Age. Under the School Age (NI) Act which became law in Northern Ireland in April 2022, 'compulsory school age' also includes those children who deferred commencing Primary 1 in September 2024 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 Principal will apply the following criteria in the order indicated to identify which children should be admitted either at initial admission to education or on transfer from another school.

1. Children of compulsory school age who have a child of the family (brother/sister, half-brother/sister, step brother/sister including those fostered or adopted) presently at Our Lady's.
2. Children of compulsory school age who normally reside in the Tullysaran area of Armagh Parish.
3. Children of compulsory school age from other areas.
4. Children who reach their fourth birthday between 2 July and 31 October 2025 (both dates inclusive).
5. Children who reach their fourth birthday after 1 November 2025.

In the event of over-subscription in any one of the criteria, taken in order, the following sub-criteria will be applied in the order set down. If oversubscribed in any of the sub-criteria, taken in order, final selection will be on the basis of closeness of the home to the school as measured by the shortest driving distance by public road priority being given to those living nearest to the school.

Admissions criteria for entry September 2025

- (a) children who have a child of the family (brother/sister, half-brother/sister, step brother/sister including those fostered or adopted) presently at Our Lady's.
- (b) children who normally reside in the Tullysaran area of Armagh Parish.
- (c) children whose parent/guardian, child of the family (brother/sister, half-brother/sister, step brother/sister including those fostered and adopted) was a past pupil of Our Lady's Tullysaran or Tullysaran or Tullymore old primary schools.
- (d) children whose parent/guardian is presently a permanent member of the school teaching/ancillary/auxiliary staff.
- (e) preference will be given to children with exceptional circumstances (medical, social or other problems) that necessitate admission to Our Lady's Primary School, Tullysaran rather than any other primary school. The circumstances should be personal to the child and must be supported by independent and appropriate documentation, providing evidence of the circumstances being described as being exceptional.
- (f) chronological age with the oldest child first (as entered on the birth certificate).
- (g) alphabetical order using surname (on the birth certificate) only
- (h) other children.

ADMISSION TO PRIMARY ONE AND RECEPTION CLASS

If the school's admission and enrolment numbers have not been reached the school will admit all children of the appropriate age whose parents wish them to attend the school. These children are: -

- i firstly those of compulsory school age (children who reach their fourth birthday on or before 1 July 2025); then
- ii those who reach their fourth birthday between 2 July and 31 October 2025 (both dates inclusive); then
- iii those who reach their fourth birthday after 1 November 2025 will be admitted by arrangement with the Principal.

Children in categories ii and iii will only be selected for admission if places are not filled by children in category i.

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

If oversubscribed, parents can request in writing for their child to be placed on a waiting list for admission. The order will be determined by the date the request is received.

ADMISSION TO P2-P7

Pupils will be admitted to other classes provided the total number of pupils in classes P2 – P4 does not exceed 30 pupils or 32 pupils in P5 – P7 classes.

APPLICATIONS AND ADMISSIONS TO RECEPTION AND PRIMARY 1				
Year	Total Reception Applications	Total Reception Admissions	Total Primary 1 Applications	Total Primary 1 Admissions
2022/2023	7	0	28	28
2023/2024	17	6	19	19
2024/2025	16	0	23	23