

Roe Valley Integrated Primary School
153 Roemill Road
Limavady
BT49 9EX

Maintained Integrated Primary School

Enrolment No: 174
Admissions No: 25

Tel No: 028 7776 8695

Fax No: 028 7776 3497

E-mail: info@roevalleyips.limavady.ni.sch.uk

Website: www.roevalleyintegrated.com

PRINCIPAL: Mrs Juile McDonagh

CHAIR OF BOARD OF GOVERNORS: Mr Ryan Brolly

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

The Board of Governors draws up the admissions criteria and delegates responsibility for applying the admissions criteria to an Admissions Sub-Committee, which includes the Principal. Any reference herein to the term The Board of Governors includes any Sub-Committee appointed by the Board of Governors for the purpose of applying the admissions criteria set out herein.

ADMISSIONS PROCEDURE

The Board of Governors will seek to reflect in the total number admitted to the school a balance between the two main traditions in Northern Ireland such that at least 40% of the pupils entering P1 are of Catholic tradition and at least 40% are of the Protestant tradition. In order to achieve this, places will be allocated as follows:

- 1 Protestant tradition 40%
- 2 Catholic tradition 40%
- 3 Other (all other religious groups and those of no religion): to a maximum of 20%

The criteria set out below will be applied to each of the above categories separately. If there are fewer applications than places available in any one category then the balance of places will be divided equally between the remaining two categories. Should an odd number of places remain then the additional place will be allocated to the category which has the greater number of applicants. If there are fewer applicants than places in two categories then both balances will be awarded to the remaining category.

The religious affiliation (Catholic, Protestant, Other Religion, no religion) of a pupil will be decided by information supplied to the school by the applicant's parent(s)/guardian(s) either directly or on the school's own pre-enrolment form or by a note on or attached to the Education Authority's Open Enrolment form.

NB: Parent(s)/Guardian(s) seeking admission for their children are invited to complete the school's own pre-enrolment Information Form as well as the Education Authority's application form to determine balance. The Board of Governors will use the information provided either on the school's own pre-enrolment Information Form or on the Education Authority's application form to determine balance. It is essential therefore that it be correctly completed. If the parent(s)/guardian(s) do not supply this statement then the child's application will be considered with those from the majority category of that year's applicants.

ADMISSIONS CRITERIA

An Admissions Committee of the Board of Governors will apply the following criteria in the indicated order to identify which children should be admitted either at initial admission to education or on transfer from another school.

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. Parent(s)/Guardian(s) should therefore ensure that all information pertaining to their child and relevant to the school's admission criteria is stated on the application form, or attached to it.

In the event that there are more applicants than places available in any of the three categories described, the Board of Governors has determined that the following criteria shall be applied to the applicants in that category. The

Admissions criteria for entry September 2018

criteria, as set out below, will be applied progressively until the last available place in that category has been allocated.

1. Only children of compulsory school age will be admitted into the Roe Valley Integrated Primary School. Any child who reaches his/her 4th birthday on or before 1 July 2018 is of compulsory school age and must receive education from September 2018.
2. Children who, at the date of application, have a brother/half-brother or sister/half-sister including those fostered or adopted or children living under a residency order in a family where other children of the family are currently attending the school or were previously enrolled in a Grant Maintained Integrated or a Controlled Integrated Primary School or any independent Integrated School which is a member of the Northern Ireland Council for Integrated Education.
3. Children whose parent/guardian is a permanent employee of the school.
4. Children of current Board of Governors' members at Roe Valley Integrated Primary School.
5. Children who, at the date of application, are the eldest child of the family to be eligible for admission to the school.
6. Children from a mixed marriage/union i.e. where parent(s)/guardian(s) are from two main traditions i.e. Catholic, Protestant.
7. Remaining places will be allocated for admission on the basis of the initial letter of surname in the order set out below which was determined by a randomised selection of letters of the alphabet.

G A C R S Mc W P M J T Mac Y B N U D H E I O F V X K L Z Q

In the event of surnames beginning with the same initial letter the subsequent letters of the surnames will be used in alphabetical order. In the event of two identical surnames the alphabetical order of the initials of the forenames will be used. The surname selected will be "as per birth certificate".

DUTY TO VERIFY

The Board of Governors **reserves the right to request 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.

To enable the Board of Governors to verify addresses, all applicants, if requested, should provide any two of the following four documents:

- A bank or building society statement which shows the address at which the child is resident;
- A utility bill (for instance, electricity, gas, Television Licence, telephone) which shows the address at which the child is resident;
- A letter awarding Child Benefit to the child or another letter relating to this benefit;
- The child's Medical Card.

WAITING LIST POLICY

Should a vacancy arise after placement letters have been issued all applications for admission to Primary 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 the end of the academic year.

The school will contact parent(s)/guardian(s) in writing if a child gains a place in the school by this method.

Admissions criteria for entry September 2018

A child's name will automatically be added to the list. Parent(s)/Guardian(s) should contact the school if they wish for their child's name to be removed from the list.

ADMISSION TO P2-7

- 1 A pupil will be considered for enrolment provided that his/her admission does not prejudice the provision of the efficient use of school resources in the opinion of the Board of Governors.
- 2 A pupil will be admitted provided that his/her admission does not prejudice the whole school balance as set out in the Statement of Principles.

Parent(s)/Guardian(s) are requested to provide a transfer certificate from the school previously attended by the child.

The criteria and arrangements for deciding which children should be admitted will be as for P1 pupils. The Board of Governors reserve the right to increase a class size.

Applications and Admissions to Primary 1		
Year	Total Applications	Total Admissions
2015/2016	26	26
2016/2017	30	30
2017/2018	35	31