

Ashgrove Primary School
Ashgrove Road
Carnmoney
Newtownabbey
BT36 6LJ

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Email: info@ashgrove.newtownabbey.ni.sch.uk
Website: www.ashgroveprimary.com

Controlled Primary School

Enrolment Number: 374
Admissions Number: 53

PRINCIPAL: Mr Robert Smith
CHAIR OF BOARD OF GOVERNORS: Mrs Karen Thompson

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

In the event of the school being oversubscribed, the Admissions Criteria stated below, will be applied by the Principal on behalf of the Board of Governors.

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 ensure that all information pertaining to their child's application is stated on the application form or attached to it.

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 7 January 2020 at 12noon (GMT) and an application submitted by the closing date of 30 January 2020 at 12noon (GMT) will be treated as a punctual application. An application received after 12noon (GMT) on 30 January 2020 will be treated as a late application.

Admissions criteria to be used in the event of the school being oversubscribed. The criteria are listed in order of priority.

1. The child will be of compulsory school age and resident in Northern Ireland at the closing date for applications.
2. The child will have a sibling* currently or previously enrolled at Ashgrove Primary School. (Indicate name, year group and/or dates of attendance).
3. The child will have a legal parent/guardian as a permanent employee at the school.
4. The child will live nearest to the school as decided by a digital measurement of a straight line from the centre of their home to the centre of the school using the map on www.spatialni.gov.uk to obtain grid references and an Ordnance Survey spreadsheet to calculate distances in metres.
5. The child will be selected according to date of birth with preference being given to the eldest child, determined by date-of-birth as entered on a birth certificate.

*Sibling: Where older brother / sister is stated it is taken to include half brother / half sister, step brother / step sister and foster brother / foster sister.

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.

WAITING LIST POLICY

When all places have been allocated a waiting list of unsuccessful applications will be kept on record. This list will be kept for one school year only.

The waiting list will consist of those applicants whose application was received by the closing date and who were unsuccessful at the time of allocation, in the order identified at the time and on the basis of the above criteria. Late applications will be placed at the bottom of the waiting list in date/time order as they are received.

ADMISSION TO P2 – P7

Pupils will be admitted to P2-P7 in accordance with the preference expressed by a parent if the school's enrolment number has not been reached, unless to do so would prejudice the efficient use of resources.

The above criteria will also be used for admission of children from P2-P7.

Applications and Admissions to Primary 1		
Year	Total Applications	Total Admissions
2019/2020	59	59
2020/2021	58	58
2021/2022	68	60