

St. Bride's Primary School
36 Derryvolgie Avenue
Belfast
BT9 6FP

Catholic Maintained School
Co-educational
Enrolment No: 809
Admission No: 116

Telephone No: 028 9038 1700
Instagram: @stbridesps
Twitter (X): @StBridesPS1
Website: www.stbridesps.org.uk

Principal: Ms Cathy Hunter
Chair of Board of Governors: Ms. Patricia Crossin
Email: info@stbrides.belfast.ni.sch.uk

Respective Functions

The Board of Governors has established the school's admissions criteria and has delegated to the principal its function and responsibility in relation to the application of the criteria and the admission of compulsory school age pupils to the school.

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 9 January 2024 at 12noon (GMT) and an application submitted by the closing date of 26 January 2024 at 12noon (GMT) will be treated as a punctual application. An application received after 12noon (GMT) on 26 January 2024 and up to 4 pm on 31 January 2024 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 31 January 2024 no applications will be processed until after the close of procedure on 25 April 2024.

Priority will be given to children who will have attained compulsory school age at the time of their proposed admission, including those children whose parents *deferred their admission to primary school in September 2023 as defined by the new School Age (NI) Act (both groups to be treated equally).

*Deferred school age refers to children born on or between 1 April 2019 and 1 July 2019 (inclusive) and children born before 1 April 2019 but with a due date on or after 1 April 2019 whose parents deferred their admission to primary school in September 2023.

Priority is also given to children resident in Northern Ireland at the time of their proposed admission.

In the event of the school being oversubscribed, the following criteria will be applied in the order listed below:

- A. Children living in the parish (see note 1 below) with a sibling (see note 2 below) enrolled in St. Bride's Primary School at the date of application or who is a Child Looked After (CLA)**
It is essential that you indicate the name and year group of sibling(s) on the application form.
- B. Children living in the parish (see note 1 below) who are the eldest/only or eldest eligible (see note 3 below) child**
- C. Children living in the parish at the time of application.**
- D. Children not living in the parish with a sibling (see note 2 below) enrolled in St. Bride's Primary School at the date of application. It is essential that you indicate the name and year group of sibling(s) on the application form.**
- E. All other applicants.**

Note 1 "Living in the parish" means that a child's primary residential address at the time of application is within the boundaries of St Brigid's Parish. A map of the geographical boundaries of St Brigid's Parish is available to view on the school website (www.stbridesps.org.uk).

Note 2 "Sibling" means a brother or sister and includes all children permanently sharing a common home.
(Please note twins are treated as one application).

Note 3 "Eldest eligible" means where a child is more than 7 years younger than their next eldest sibling or where the eldest sibling is not eligible to attend mainstream school.

Proof of primary residential address relevant to the child at the time of application will be required. Any subsequent change of address should be notified as soon as possible, along with verifying documents.

Tie-Breaker Criteria:

In the event of being oversubscribed in any one of the above criteria, children will be selected using the following tie-breaker criteria in the order **of Method A, then Method B, then if required Method C.**

Method A: - Age: children will be ranked by age moving from oldest to youngest as established and verified by the date of birth recorded on their Birth Certificate.

Method B: - Random selection of Letters: applicants will be ranked based on the initial letters of their surname as recorded and verified by the entry on the Birth Certificate in the order set out below:

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

This order was determined by random selection

- In the event of surnames beginning with the same initial letter the subsequent letters of the surname will be used in alphabetical order. In the event of two identical surnames the alphabetical order of the initials of the forename will be used.

Method C: - Random Computerised Selection

Please be aware that when considering which children should be selected for admission, the Board of Governors will only take into account information which is clearly detailed on the application.

Parents/Guardians must ensure that all information pertaining to their child and relevant to the school's admissions criteria is stated on the application or provided directly to the first preference school.

Applicants should note that where an address contained within an application qualifies it for admission, then that address will have to be verified.

To enable the Board of Governors to verify addresses, all applicants should provide **any two recent documents of the following five documents:** ('recent' means within 3 months of date of application i.e. October, November, December 2023)

- *a recent bank or building society statement which shows the address at which the child is resident;*
- *a recent utility bill (for instance electricity, gas, Television Licence, telephone) which shows the address at which the child is resident;*
- *an addressed payslip*
- *a rental agreement*
- *financial agreement such as an ISA, Pension or endowment*

Proof of address is required in addition to the standard requirement to provide a Birth Certificate in order to verify the age of the child.

These essential verifying documents should be provided to the school of first preference, to be received no later than 4pm on **31 January 2024.**

Applicants seeking alternative verifying arrangements should contact the schools listed on their application form that require verifying documents, to agree alternative verification arrangements.

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

Should a vacancy arise after the initial issue of letters of offer on the 25th April 2024, those children who were initially refused a place will be considered, along with any new applications. Places are allocated using the Year 1 Admissions Criteria.

If initially refused a place, your child's name will be automatically added to the waiting list for that school year. Please contact the school if you wish for your child's name to be removed from the list.

The school office will contact you in writing if your child gains a place in the school by this method.

Parents wishing to remain on the Waiting List for subsequent school years should contact the school office.

P2 – P7 Admissions Criteria available from school upon request.

Applications and Admissions to Primary 1		
Year	Total Applications	Total Admissions
2021/22	119	119
2022/23	131	116
2023/24	128	117