

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

Fax No: 028 9068 3440

Email: [mquinn072@c2kni.net](mailto:mquinn072@c2kni.net)

Website: [www.stbridesps.org.uk](http://www.stbridesps.org.uk)

Principal: Mrs. M. R. Quinn

Chair of Board of Governors: Mrs. R Flanagan

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### ***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 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.

**Priority will be 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:*

1. Children who have one or both parents deceased and who are resident within the geographical boundaries of St Brigid's Parish.
2. Children whose parent/guardian is a member of the permanent teaching, auxiliary or ancillary staff (or who has been appointed to take up imminent employment).
3. Children who are residents within the geographical boundaries of St Brigid's Parish and who are brothers/half/step brothers, sisters/half/step sisters of pupils enrolled in St. Bride's Primary School on the application deadline date; it is essential that you **indicate name and year group of sibling/s on the application form. (Parent's/guardian's address, not address of childminder)**
4. Children who are the eldest or eldest eligible\* child and who are resident within the geographical boundaries of St Brigid's Parish on the application deadline date. **(Parent's/guardian's address, not address of childminder)**  
**\*eligible - where a child is more than 8 years younger than their next eldest sibling or  
Where the eldest sibling is not eligible to attend mainstream school.**
5. Children who are resident within the geographical boundaries of St Brigid's Parish on the application deadline date. **(Parent's/guardian's address, not address of childminder)**
6. Children from outside the geographical boundaries of St Brigid's Parish who are brothers/half/step brothers, sisters/half/step sisters of pupils enrolled in St. Bride's Primary School on the application deadline date; **it is essential that you indicate name and year group of sibling/s on the application form.**
7. Children from outside the geographical boundaries of St Brigid's Parish who are brothers/half/step brothers, sisters/half/step sisters of past pupils of St. Bride's Primary School. **Names and dates of attendance should be supplied on application form.**
8. All other applicants.

In the event of being oversubscribed **in any one of the above criteria**, children will be selected by computerised random selection.

Proof of residence will be required. Residence is at the time of application. Any subsequent change of address should be notified as soon as possible, along with verifying documents.

When considering which children should be selected for admission, the Board of Governors will only take into account information which is detailed on the application form.

## Admissions criteria for entry September 2020

Parents should therefore ensure that all information pertaining to their child and relevant to the school's admissions criteria is stated on the application form.

*Applicants should note that where an address contained within an application qualifies it for admission, then that address will be verified. To enable the Board of Governors to verify addresses, all applicants should provide **any two of the following three documents**: ('recent' means within 3 months of date of application)*

- 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;
- a letter awarding Child Benefit to the child or another letter relating to this benefit;

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

Original verifying documents are required and not facsimiles or photocopies and should be presented in person to the school of first preference on or before 12.00 noon, February 7<sup>th</sup> 2020. 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 applicant's 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**

Should a vacancy arise after the initial issue of letters of offer on the 28<sup>th</sup> April 2020, those children whose parents made an application prior to the 30<sup>th</sup> January 2020 (12.00 noon) deadline, will be given priority before any new or late 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 list. This waiting list will be in place until 31<sup>st</sup> December, 2020. (Please contact the school if you wish for your child's name to be removed from the list.)

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

**After 31<sup>st</sup> December 2020, parents would need to contact the school to continue to have their child's name remain on the waiting list.**

**P2 – P7 Admissions Criteria available from school.**

### **Applications and Admissions to Primary 1**

Year	Total Applications ie All Preferences	Total Admissions
2017/18	143	120
2018/19	135	120
2019/20	122	118