

Mullavilly Primary School
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Craigavon
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Controlled Primary School

Enrolment Number: 125
Admissions Number: 21

PRINCIPAL: Mrs L A McClimonds, B, PG CET, PQH
CHAIR OF BOARD OF GOVERNORS: Mr Neil Rafferty

Open Day: Please contact the school to make an appointment.

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

The Board of Governors draw up and apply the criteria for admissions.

ADMISSION

If the school's admission and enrolment numbers have not been reached the school will admit all children of compulsory school age whose parents wish them to attend. Any child who reaches his/her fourth birthday on or before 1 July 2022 is compulsory school age and must receive education from September 2022.

In the event that there are fewer applicants complying with a particular criterion than there are places available or remaining, those applicants complying with that criterion will be admitted and the next criterion will be applied to the remaining applicants.

In the event that there are more applicants complying with a particular criterion than there are places available or remaining those applicants complying with that criterion will go forward to be considered under the next criterion, and those not complying with that criterion will be eliminated.

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 2022 at 12noon (GMT) and an application submitted by the closing date of 28 January 2022 at 12noon (GMT) will be treated as a punctual application. An application received after 12noon (GMT) on 28 January 2022 will be treated as a late application.

1. Children of compulsory school age.
2. Children who, at date of application, have a sibling* in attendance at Mullavilly Primary School during the 2021/22 school year.
3. Children for whom the school is the controlled primary school nearest to their home as measured by walking distance. (Walking distance from home will be measured on Google Maps UK).
4. The remaining places will be allocated on the basis of the proximity of the children's home* to the school as measured by walking distance. Priority will be given to those living nearest to the school. (Walking distance from home will be measured on Google Maps UK).

*'Home' is the child's permanent place of residence. It is not the child-minder's or relative's address.

* 'Sibling' shall include any child of the family.

If the final places to be allocated have identical measurements as identified by Google Maps UK, selection will be on the initial letter of surname (as entered on birth certificate) in order set out below:

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

This order was determined by a randomised selection of the letters of the alphabet (selection with a clear audit trail). 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 forenames will be used, and if necessary the subsequent letters of the forenames.

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 or provided directly to the school. Parents/Guardians should therefore 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. Examples of such information include whether the child has brothers/sisters attending the school, or is the eldest child in the family.

DUTY TO VERIFY

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 an original copy of any two of the following three documents:

- A bank of 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;
- The child's Medical Card.

Original documents will be returned and a photocopy held until the end of the admissions process. Applicants who prefer not to send verifying documents by post or wish to seek alternative verifying arrangements should contact the school to agree alternative verification arrangements. All photocopied documents will be returned or shredded at the end of the allocation procedures.

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

In the event of a child wishing to have their name placed on the 'waiting list', the Board of Governors *(via the Principal) should be informed in writing regarding a request for a place in Year 1 – 7. The letter should be dated, contain the child's full name, address, date of birth and the year group in which they are seeking a place.

- These letters will be retained in date order of receipt and ranked accordingly.
- Please note that any request for a school place will be limited to the academic year that the request was made for i.e. the request will expire as of the 30 June 2023 if the request is made for the 2022/23 academic year. A new request would need to be made for any subsequent academic year.
- As places become available the list will be examined in rank order to allocate any available vacant spaces. This will be in line with the relevant class size policies, admissions and enrolment numbers.
- The list will be trawled to locate a replacement for the vacated school place. This will initially be conducted from the earliest date application as indicated on the letter sent to the Principal.
- If the first place applicant is not for a school place that is available i.e. the admissions number for Year 1-7 has already been reached, then the list will be trawled in date order until a suitable replacement can be found.
- Pupil names will only be removed from the list after confirmation from a parent/guardian that a school place is no longer required. This can be done verbally or in written form.

ADMISSION TO P2-P7

Pupils will be admitted to P2-P7 in accordance with the preference of their parents provided their admission does not lead to the enrolment number being exceeded.

APPLICATIONS AND ADMISSIONS TO PRIMARY 1		
Year	Total Applications	Total Admissions
2019/2020	22	21
2020/2021	17	17
2021/2022	16	17