

**Woods Primary School**  
**38 Oaklea Road**  
**Ballyronan**  
**Magherafelt**  
**BT45 6HX**

**Controlled Primary School**

**Enrolment Number: 174**  
**Admissions Number: 25**

**Telephone No: (028) 7941 8415**  
**Fax No: (028) 7941 8905**  
**Email: [info@woods.magherafelt.ni.sch.uk](mailto:info@woods.magherafelt.ni.sch.uk)**

**PRINCIPAL: Mrs K P White**  
**CHAIR OF BOARD OF GOVERNORS: Canon B Paine**

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

The Board of Governors draws up the admissions criteria and delegates to the Principal, the responsibility for applying these criteria. Any reference herein to the term the Board of Governors includes the Principal appointed by the Board of Governors for the purposes of applying the admissions criteria.

## **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).

Priority will be given to children resident in Northern Ireland at the time of their proposed admission to the school before those who are not so resident.

The Principal will apply the following criteria in the order indicated to identify which children should be admitted either at initial admission to education or on transfer from another school.

- 1 Children who have brothers or sisters (including half or step) in attendance during the 2023/2024 school year and/or previously attended the school for at least one full academic year.
- 2 Children who are the oldest child in the family or the second oldest where the oldest child attends a special school.
- 3 Children whose parent/guardian is presently a member of part-time or full-time staff of the school.
- 4 Children for whom the school is the Controlled Primary School nearest to their home.
- 5 The remaining places will be allocated based on the proximity of the child's home to the school, priority being given to those living nearest to the school.

Note: Any of the above criteria must be identified on the application and verification should be provided to the school. Distance will be measured by Google Maps UK. If a new development is not on google maps a distance will be measured by car on the main road from the school gate on the Ballyronan Road, to the main entrance of the development. If the final places to be allocated have identical measurements as identified by Google Maps UK, selection will be on the basis of initial letter of the child's surname (as entered on birth certificate) in the order set out below:

**w u p m f k x a d c h j b z e g i l o n q s t r v y**

(This order is determined by a randomised selection of letters)

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.

### DUTY TO VERIFY

***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 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 school e.g., letters to verify information. 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

The school does not operate a Waiting List Policy.

### ADMISSION TO P2-P7

The Board of Governors reserves the right to refuse admission to P2-P7 in any case where the admission of a particular child is considered to be prejudicial to the efficient use of resources.

Applications and Admissions to Primary 1		
Year	Total Applications	Total Admissions
2021/2022	37	32
2022/2023	24	23
2023/2024	25	25

Parents must provide their first preference school with their child's birth certificate and any other supporting documents at or before 12 noon on **31 January 2024**.