

Windsor Hill Primary School
Church Avenue
Newry
BT34 1DY

Controlled Primary School

Enrolment Number: 243
Admissions Number: 35

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PRINCIPAL: Miss I S McKane, BEd (Hons), MEd, PQH (NI)
CHAIR OF BOARD OF GOVERNORS: Rev B Colvin

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.

ADMISSIONS CRITERIA

When considering which children should be selected for admission, the Board of Governors will take into account information which is detailed on or attached to the application form. Parents should therefore ensure that all information pertaining to their child and relevant to the school's admission criteria is stated on the application form or attached to it.

The Board of Governors will apply the following criteria to identify which children should be admitted either at initial admission to education or on transfer from another school.

- 1 Children of compulsory school age
- 2 Children whose application nominated Windsor Hill Primary School as their first preference school.
- 3 Children who will have brothers or sisters (half-brothers/sisters, step brothers/sisters, including those fostered or adopted) in attendance during the 2019/2020 school year.
- 4 Children whose brothers and sisters (half-brothers/sisters, step brothers/sisters, including those fostered or adopted) previously attended the school.
- 5 Sons or daughters of permanent employees at the school.
- 6 Sons or daughters of temporary employees at the school who have worked continuously for at least one year.
- 7 Children for whom the school is the Controlled primary school nearest to their home measured using Google Maps UK Walking Distance.
- 8 Preference will be given to children with exceptional circumstances, (medical, social or other problems) that necessitate admission to Windsor Hill Primary School rather than any other primary school. The circumstances **must be made known to the school at the time of application**, should be personal to the child and must be supported by independent and appropriate documentation, providing evidence of the circumstances being described as being exceptional.
- 9 The remaining places will be allocated on the basis of the proximity of the child's home to school, by shortest walking distance as measured using Google Maps UK Walking Distance, priority being given to those living nearest to the school. If the final places to be allocated have identical measurements as identified by Google Maps UK, selection will be in the basis of alphabetical order of surname, then forename, then middle name.

Criterion 9 will also be used to discriminate within any oversubscribed criterion (except criterion 1).

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

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

The Board of Governors of Windsor Hill Primary School has provided a waiting list for children who do not receive a placement. Should a vacancy arise after issue of placement letters all applications for admission to Primary 1 that were initially refused, new applications and applications where new information had been provided, will be treated equally and the published criteria applied. This waiting list will be in place until 30th June 2020. The school will contact you in writing if your child gains a place in the school by this method. Your child's name will be automatically added to the list. Please contact the school if you wish for your child's name to be removed from the list.

ADMISSIONS TO P2 –P7

Requests for places in P2-P7 classes will be considered provided the admission does not mean that the enrolment number of the school is exceeded and where the enrolment of an additional child will not result in the size of the particular class, appropriate to the age of the child, exceeding its upper limit of size.

APPLICATIONS AND ADMISSIONS TO PRIMARY 1		
Year	Total Applications	Total Admissions
2016/2017	34	34
2017/2018	25	25
2018/2019	35	35