

St. Anne's Primary School
50 Kingsway
Finaghy
Belfast
BT10 ONE

Catholic Maintained School
Co-educational

Enrolment No: 860
Admission No: 120

Telephone No: 028 9061 5414

Email: info@stannes.belfast.ni.sch.uk

Website: www.saintannesps.com

Principal: Mr C Conway
Chair of Board of Governors: Mr B McNulty

Respective Functions of the Board of Governors and Principal in relation to Admissions

The Board of Governors has drawn up the school's admissions criteria and has delegated to the principal and vice-principals its function and responsibility in relation to the application of the criteria and the admission of pupils to the school. All references to Board of Governors refer to principal and vice-principals.

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 2025 at 12noon (GMT) and an application submitted by the closing date of 24 January 2025 at 12noon (GMT) will be treated as a punctual application. An application received after 12noon (GMT) on 24 January 2025 and up to 4 pm on 29 January 2025 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 29 January 2025 no applications will be processed until after the close of procedure on 9 April 2025.

In selecting children for admission, children resident in Northern Ireland at the time of their proposed admission will be selected for admission to the school before any child not so resident.

Compulsory School Age

Only 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 2024 as defined by the new School Age (NI) Act (both groups to be treated equally) will be admitted to the school.

The following criteria will be applied by the Board of Governors in the order 1 to 8 set out below.

- 1 Children who reside in the Parish of St Anne's and whose brothers/sisters, half-brothers/sisters attend/attended St Anne's Primary School P1-P7. **(Indicate name and year group)**
- 2 Children who reside in the Parish of St Anne's.
- 3 Children who reside outside the Parish of St Anne's, but whose brothers/sisters, half-brothers/sisters attend St Anne's Primary School P1-P6 or Nursery Unit. **(Indicate name and year group)**
- 4 Children who reside outside the Parish of St Anne's, but whose brothers/sisters, half-brothers/sisters attend P7/attended St Anne's Primary School or Nursery Unit. **(Indicate name and year group)**
- 5 Applicants who are a Looked After Child.
- 6 Children whose parent(s)/guardian(s) is/are currently a permanent employee or a member of the Board of Governors in St. Anne's Primary School and Nursery Unit.
- 7 Children attending St Anne's Nursery Unit.
- 8 Children who reside outside the Parish of St Anne's.

If the school is over-subscribed after the application of the above criteria, selection will be on the basis of

- 1 Initial letter of surname (as entered on the birth certificate) in the order set out below:

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

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 (as entered on the birth certificate) will be used.

- 2 Rank order of age, eldest being selected first.

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.

Address verification

Applicants should note that where an address contained within an application would qualify a child for admission, then that address will be verified. To enable the Board of Governors to verify addresses, all applicants should provide a document from **TWO** of the categories below, with their application. **Each document must be from a different category and must have been issued within the last 6 months.**

Document Categories

| | |
|-------------------|---|
| Category 1 | A bank or building society statement or a valid driving license which shows the address at which the child is resident. |
| Category 2 | A utility bill (for instance for electricity, gas, a television license, telephone) which shows the address at which the child is resident. |
| Category 3 | A letter awarding child benefit to the child, or another letter relating to this benefit. |

Please note: All evidence should be reflective of a private property which is the child's residence and should not relate to a commercial premise.

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

The closing date for receipt of verifying documents is:

Wednesday 29st January 2025, by 4pm

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 Wednesday 9 April 2025 all applications for admission to P1, that were initially refused, new applications, late applications and applications where new information has been provided will be treated equally and the published criteria applied. This waiting list will be in place until 30 June 2026.

The school will contact you 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.

P2 – P7 Admissions Criteria available from school.

| Applications and Admissions to Primary 1 | | |
|---|---------------------------|-------------------------|
| Year | Total Applications | Total Admissions |
| 2022/2023 | 118 | 116 |
| 2023/2024 | 125 | 120 |
| 2024/2025 | 113 | 113 |