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| **Bush Primary School****31 Mullaghteige Road****Bush****Dungannon****BT71 6QU****Telephone No: (028) 8772 5102****Email:** **pmcalister824@c2kni.net** **bmckenzie712@c2kni.net****Website:** [**www.bushprimaryschool.co.uk**](http://www.bushprimaryschool.co.uk) | **Controlled Primary School****Enrolment Number: 198****Admissions Number: 28****PRINCIPAL: Mrs P McAlister, BEd, DASE, PQH****CO-PRINCIPAL: Mrs B McKenzie, MEd, PQH****CHAIR OF BOARD OF GOVERNORS: Mr B Davidson MBE** |

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

The Board of Governors draws up the admissions criteria and in some case delegates to an Admissions Sub-Committee, which includes the Principal and the Co-Principal, the responsibility for applying these criteria. Any reference herein to the term the Board of Governors includes any Sub-Committee appointed by the Board of Governors for the purposes of applying the admissions criteria set out herein.

**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 Board of Governors, or in some cases the Board of Governors’ Admissions Committee, will apply the following criteria in the indicated order to identify which children of compulsory school age should be admitted either at initial admission to education or on transfer from another school.

Full responsibility rests with Parents/Guardians to provide sufficient details at the time of application, to enable the Governors to reach a decision.

1. Children who previously attended Bush Nursery Unit.
2. Children whose applications nominate Bush Primary School as their first preference school.
3. Children who will have a child of the family in attendance during the 2024/2025 school year.
4. Children for whom Bush Primary School is the controlled school nearest to the child’s home. Home in this instance is understood to be the ordinary residence of the child in the custody of care of his/her parents or legal guardian appointed by the court or Health and Social Services, it is NOT the address of a childminder or other relative. Nearest is being defined as the driving distance as specified by Google Maps direction finder.
5. The remaining places will be allocated on the basis of proximity of the child’s home to the school, priority being given to those living nearest to the school. Home in this instance is understood to be the ordinary residence of the child in the custody of care of his/her parents or legal guardian appointed by the court or Health and Social Services, it is NOT the address of a childminder or other relative. Nearest is being defined as the driving distance as specified by Google Maps direction finder.

Tie breaker criterion - selection will be on the initial letter of surnames (as entered on the birth certificate) in the order set out below.

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

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.

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.

**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. 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**

A copy of the school’s Waiting List Policy can be accessed in the school by request.

**ADMISSION TO P2 – P7**

Admission to these classes will be based on the above criteria provided that such an admission does not prejudice or threaten the efficient use of school’s resources and subject to a reasonable and manageable upper limit on the number of pupils any one teacher has to cater for.

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| **Applications and Admissions to Primary 1** |
| **Year** | **Total Applications** | **Total Admissions** |
| **2021/2022** | **26** | **26** |
| **2022/2023** | **29** | **29** |
| **2023/2024** | **27** | **27** |