

St. Kevin's Primary School  
446 Falls Road  
Belfast  
BT12 6EN

Catholic Maintained School  
Co-educational

Enrolment No: 610  
Admission No: 87

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Website: [www.stkevinsprimaryschool.org](http://www.stkevinsprimaryschool.org)

Principal: Miss Fiona Keegan B.Ed M.Ed PQH (NI)

Chair of the Board of Governors: Mr James Stott

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### ***Respective Functions***

The Board of Governors has drawn up the school's admissions criteria and has delegated to the Principal its function and responsibility in relation to the application of the criteria and the admission of pupils to the school.

### ***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.

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 2023 as defined by the new School Age (NI) Act (both groups to be treated equally) will be admitted to the school.

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.

The following criteria will be applied in the order set down.

- 1 Children who reside in the Parish of St. John the Evangelist.
- 2 Children who have brothers or sisters (including half-brothers/half-sisters, step- brothers/step-sisters, foster brothers/sisters, adopted brothers and/or sisters) currently enrolled in St Kevin's Primary School.
- 3 Children of compulsory age from other areas (as defined above).

In the event of over-subscription in any of the above criteria final selection will be on the basis of closeness of the pupil's home to St Kevin's Primary School as measured in a straight line, point to point, using an Ordnance Survey Map.

In the event of two or more children's permanent residence being measured equal distance for the final place, children will be selected by age with the oldest 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. 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**

Documents submitted in support of your application should be provided directly to the school of first preference.

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**

Should a vacancy arise after Thursday 25 April 2024

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 2025.

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.

**P2 – P7 Admissions Criteria available from school.**

<b>Applications and Admissions to Primary 1</b>		
<b>Year</b>	<b>Total Applications</b>	<b>Total Admissions</b>
<b>2021/2022</b>	<b>85</b>	<b>80</b>
<b>2022/2023</b>	<b>57</b>	<b>55</b>
<b>2023/2024</b>	<b>82</b>	<b>80</b>