

Newtownards Model Primary School  
Scrabo Road  
Newtownards  
BT23 4NW

Controlled Primary School

Enrolment No. 406  
Admissions No. 58

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Principal: Mr GW Bennett B.Ed. Hons., M.Sc.  
Chair of Board of Governors: Miss P McMillan

### ***Respective Functions of the Board of Governors***

The Board of Governors draws up the admissions criteria and delegates to the Principal, the responsibility for applying these 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 10 January 2022 at 12noon (GMT) and an application submitted by the closing date of 28 January 2022 at 12noon (GMT) will be treated as a punctual application. An application received after 12noon (GMT) on 28 January 2022 will be treated as a late application.

### **Year 1 Intake**

If the school is oversubscribed, only children of compulsory school age will be considered for admission. Pupils will be admitted according to the following criteria, in the set order: -

1. Children with a sibling\* currently in attendance at Newtownards Model Primary School. (Applicants must state the family member currently in attendance on the application).
2. Children whose parent is permanently employed in Newtownards Model Primary School or whose parent is a member of the Board of Governors of Newtownards Model Primary School.
3. Children whose parents or members of the family\*\* previously attended Newtownards Model Primary School. (Applicants must provide Name/maiden name of family member and year of leaving Newtownards Model Primary School on the application).
4. Children whose normal place of residence is closest to the school, as measured using Google Maps Distance Measuring Tool. (Driving)

\* Sibling will be defined as brother, sister, half-brother, half-sister, step-brother, step-sister, foster- brother or foster –sister.

\*\* A member of the family will be defined as brother, sister, half-brother, half-sister, step-brother, step-sister, foster-brother or foster –sister.

***At this point if the total number of applications exceeds the number of available places, the following supplementary criteria will be applied in the following order.***

- (a) children will be selected for admission on the basis of the initial letter(s) of surname (as entered on Birth Certificate) in the order set out below, left to right.

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

(This order was determined by a randomised selection of the letters of the alphabet and will be changed annually. In the event of the surnames beginning with the same letter, the subsequent letters of the surname will be used. In the event of two identical surnames, the first initial of the first listed forename will be used. In the event of the first forename beginning with the same letter, the subsequent letters of the forename will be used.)

- (b) children will be selected by age, with the eldest being selected first. Their age will be established from date-of –birth as entered on the Birth Certificate)

An **original birth certificate** should accompany all applications.

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***

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***

#### ***Year 1 Admissions***

Should a vacancy arise after placement letters have been issued all applications for admission 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 the end of the academic year applied for.

The school will contact you if your child gains a place by this method and parents must reply to the offer within 48 hours otherwise the next child on the waiting list will be offered this place.

Parents must inform the school if they wish their child to be included in the Y2-7 waiting list.

#### ***Y2-Y7 Intake***

In considering applications for admission to Y2-Y7 classes, the Governors will apply the same criteria and in the same order as listed above for admission to Y1. This will be on the basis that no child will be admitted to a Y1-Y7 class which already has 30 children or more, and on the overall enrolment figure for the school not being exceeded.

In the case of all applications for admission, a multiple application for siblings, will be considered first and the criteria applied before single applications.

<b>APPLICATIONS AND ADMISSIONS TO PRIMARY 1</b>		
<b>Year</b>	<b>Total Applications</b>	<b>Total Admissions</b>
<b>2019/2020</b>	<b>66</b>	<b>60</b>
<b>2020/2021</b>	<b>59</b>	<b>59</b>
<b>2021/2022</b>	<b>51</b>	<b>51</b>