

Newtownards Model Primary School
Scrabo Road
Newtownards
BT23 4NW

Controlled Primary School

Enrolment No. 406
Admissions No. 58

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Website: www.newtownardsmodelps.co.uk

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



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.

Open Mornings & Tours*

Open Mornings will take place on **Wednesday 6th December 2023** and **Thursday 11th January 2024** at 9.30am – 10.15am. (Registration via our school website)

Additional information can be found by visiting www.newtownardsmodelps.co.uk/join-our-school/

and/ or

our Facebook page to access our digital promotional materials

and/ or

by contacting the principal – Mr Graham Bennett – gbennett905@c2kni.net

*We also operate afternoon tours (on request) in January for those unable to attend the Open Mornings. Simply call 02891 812 113 to reserve a space.

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 resident in Northern Ireland at the time of their proposed admission to the school before those who are not so resident.

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).

Primary 1 Intake

If the school is oversubscribed, children of compulsory school age will be considered for admission.

Pupils will be admitted according to the 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.

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

(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. In the event of two identical names, subsequent forenames will then be considered, letter by letter, in the same manner.)

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. An example of such information includes whether the child has brothers/sisters attending the school.

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

Primary 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 Primary 2-7 waiting list.

Primary 2 – Primary 7 Intake

In considering applications for admission to P2-P7 classes, the Governors will apply the same criteria and in the same order as listed for admission to P1 each year.

Class size exceptions (CSE) are required when a Foundation/Key Stage 1 Class i.e classes P1-P4 have over 30 children. It is a statutory requirement that classes in the lower primary school are kept to 30 pupils or below. However, on occasion, schools can seek approval from EA to have additional pupils in a class i.e a Class Size Exception.

Such exceptions will be considered by the Board of Governors on an individual basis with cognisance given to the existing needs of the class group.

Classes P5 – P7 are not governed by class size policy.

The overall enrolment figure of 406 for the school cannot be 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.

APPLICATIONS AND ADMISSIONS TO PRIMARY 1		
Year	Total Applications	Total Admissions
2021/2022	51	51
2022/2023	48	48
2023/2024	56	56