

**St. Therese of Lisieux Primary School**  
**472 Antrim Road**  
**Belfast**  
**BT15 5GF**

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**Catholic Maintained School**  
**Co-educational**

**Enrolment No: 424**  
**Admission No: 61**  
**Principal: Mrs S McTaggart B.Ed.**  
**M.Ed., PQH (NI)**  
**Chair of Board of Governors:**  
**Mrs S Barronwell**

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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.

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.

### ***Admissions Criteria***

The Board of Governors of St Therese of Lisieux Primary School has drawn up the following criteria to be applied in the event of the number of children applying for admission in Year 1 being greater than the admission number set by the Department of Education. Children of compulsory school age who are:

1. Children living with their parents/guardians in Holy Family Parish who have siblings at the school. **(Indicate name and year group)**
2. Children living with their parents/guardians in Holy Family Parish in the area bounded by – Cavehill Road, northwards from, and including Evelyn Gardens. The areas bordered by Glenburn Park and Sunningdale Park to Kilcoole Park, Upper Cavehill Road, North Circular Road, all even numbers, odd numbers from 61 upwards: Antrim Road, odd numbers to Parkmount Road. The area bordered by Parkmount Road (Parkmount Road is not included), Lansdowne Park, Lansdowne Road, Fortwilliam Park, York Road (northside) to, but not including lower Skegoniell Avenue. The Upper Skegoneill area from, but excluding, Glanleam Drive northwards, bordered by and including Glandore Gardens and Evelyn Gardens. *(A map can be provided on request)*
3. Children whose parent(s)/guardians(s) are permanent members of the teaching or ancillary staff.
4. Children from other areas in Holy Family Parish.
5. Children from other areas who have sibling(s) in the school. **(Indicate name and year group)**
6. Children from other areas.

If at any stage, any of the above criteria is oversubscribed, decisions will be made on the proximity of parents'/guardians' home address to the school address, as measured by the shortest **walking** distance from the child's home to the school (472 Antrim Road, Belfast) as determined by Google Maps.

In the event of two or more children's permanent residence being measured equal distance for the final place, children will be selected for admission on the basis of initial letter(s) of surname (as entered on Birth Certificate) in the order, determined by random selection, set out below:

### GIMTBELDVYARCFNKZOSQHJPXUW

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 (as entered on Birth Certificate) will be used.

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.

**All applications for admission to St Therese of Lisieux PS MUST be accompanied by a long birth certificate and proof of residence (eg Utility bill).**

**Parents are very welcome to visit the school on our Open Morning on Thursday Dec 14<sup>th</sup> 2023 at 10am or by appointment.**

#### ***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***

Should a vacancy arise after the initial issue of places on 25 April 2024, those children of parents who made application prior to the 31 January 2023 deadline, will be given priority before any new/late applications. Places are allocated using the P1 application criteria. Your child's name will automatically be added to the list.

The school's Waiting List operates from 25 April 2024 until 31 August 2024. The school will contact you in writing if your child gains a place in the school by this method before the 31 August 2024. If you wish to be placed on the new waiting list from 1 September 2024 please contact the school.

**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>2021/22</b>	<b>63</b>	<b>63</b>
<b>2022/23</b>	<b>48</b>	<b>48</b>
<b>2023/24</b>	<b>59</b>	<b>59</b>