

St Mary's Primary School  
3 Church Grove  
Kircubbin  
Newtownards  
BT22 2SU

Maintained Primary School

Enrolment No. 210  
Admissions No. 30

Telephone: 028 4273 8581

Principal: Mr Seamus Dorrian B.Ed. (Hons), P.G.  
Dip.Prof Dev., M.Ed.

[www.stmarykircubbin.co.uk](http://www.stmarykircubbin.co.uk)

Chair of Board of Governors: Mr Brendan  
McCarthy

## Respective Functions of the Board of Governors

The Board of Governors draws up the admissions criteria and delegates to an Admissions Sub-Committee, which includes 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 2023 at 12noon (GMT) and an application submitted by the closing date of 27 January 2023 at 12noon (GMT) will be treated as a punctual application. An application received after 12noon (GMT) on 27 January 2023 and up to 4 pm on 31 January 2023 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 2023 no applications will be processed until after the close of procedure on 27 April 2023.

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 2022 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.

## Year 1 Intake

The following criteria will be applied, in the order set down by the Board of Governors of St Mary's Primary School, Kircubbin in selecting children for admission to Year 1 in September 2023.

## Criteria

- 1 Children who normally reside in the parish of Ardkeen.  
(A map showing the parish boundaries is available in the school).
- 2 Children who have brothers/sisters (half-brothers /sisters) currently enrolled in the school.
- 3 Children who reside outside the parish of Ardkeen and whose parents want them to attend this school.

**In the event of over-subscription in any one of the above criteria, taken in order, the following sub-criteria will be applied.**

- (a) the proximity of the home to the school as measured by the shortest walking distance by road, using google maps.
- (b) in the event of a tie the admission will be draw by lot.

This will be drawn by a governor witnessed by an independent member of staff.

### 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.

The Birth Certificate is required for all applicants.

In the event of over subscription, you will be asked to provide proof of address e.g. utilities bill/driving licence. A copy of the proof will be kept by the school to verify that your child should be enrolled at St Mary's.

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

This Policy is available from the school.

### Y1 Admissions after the start of school year

The same criteria as above will apply.

### Y2-Y7 Intake

The same criteria as above will apply.

APPLICATIONS AND ADMISSIONS TO PRIMARY 1		
Year	Total Applications	Total Admissions
2020/2021	21	21
2021/2022	12	12
2022/2023	21	21