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Principal: Mr Stephen Austin BEd, DASE, MEd, PQH(NI)

Chair of Board of Governors: Mrs Noreen Meehan

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## RESPECTIVE FUNCTIONS OF THE BOARD OF GOVERNORS AND PRINCIPAL IN RELATION TO ADMISSIONS

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 7 January 2026 at 12 noon (GMT) and an application submitted by the closing date of 21 January 2026 at 12 noon (GMT) will be treated as a punctual application. An application received after 12 noon (GMT) on 21 January 2026 and up to 4 pm on 26 January 2026 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 26 January 2026 no applications will be processed until after the close of procedure on 23 March 2026.

### COMPULSORY SCHOOL AGE

Any child who reaches their 4th Birthday on or before 1st July 2026 is of Compulsory School Age. Under the School Age (NI) Act which became law in Northern Ireland in April 2022, 'compulsory school age' also includes those children who deferred commencing Primary 1 in September 2025 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 listed below will be applied in numerical order after the statutory criteria (a) & (b) has been applied as agreed by the Board of Governors of St Colmcille's Maintained Primary School, Downpatrick in selecting children for admission to Year 1 in September 2026.

(a) Children of compulsory school age (children born on or between 2 July 2021 and 1 July 2022).

\*NB. In accordance with the new School Age (NI) Act 'compulsory school age' will also include:

- Children born on or between 1 April 2021 and 1 July 2021 (inclusive) and children born before 1 April 2021 but with a due date on or after 1 April 2021 whose parents deferred their admission to primary school in September 2025
- Children born on or between 2 July 2021 and 31 March 2022 (inclusive and whose due date was not after 1 April 2022)
- Children born on or between 1 April 2022 and 1 July 2022 (inclusive), and children born before 1 April 2022 but whose due date on or after this date.

(b) Children who reside in Northern Ireland at the time of their proposed admission.

## Admissions criteria for entry September 2026

1. Children who reside in the Parish of Downpatrick at the time of application.
2. Children with a brother/sister, half-brother/sister who has attended St Colmcille's Primary School or who currently attends St Colmcille's Primary School.
3. Children regarded by the Board of Governors, on the basis of supporting evidence by parents and statutory agencies, as having special circumstances.

In the event of places remaining available after the application of the above criteria, in the order set down, any remaining children will be selected on the basis of the proximity of the home to the school as measured by the shortest walking distance by road using Google Maps Distance Tool. Should two or more pupils live equidistant from the school, preference will be given to the eldest child.

### 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 form.

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.

### ***Applications for admission to Y1 after the beginning of the school year.***

Criteria as above.

### **Y2-Y7 Intake**

Criteria as above.

### APPLICATIONS AND ADMISSIONS TO PRIMARY 1

| Year       | Total Applications | Total Admissions |
|------------|--------------------|------------------|
| 2023/2024  | 48                 | 48               |
| 2024/2025  | 51                 | 51               |
| 2025/2026* | 51                 | 63               |

***\*The Total Admissions for year 2025/2026 includes all P1 children admitted to the school including those who have a statement of special educational needs and/or may be attending SPiMS.  
(SPiMS = Specialist Provision in Mainstream School)***

***\*\*\* Prospective parents are welcome to make appointments to gain further information on all that St Colmcille's has to offer throughout December 2025 and January 2026 by contacting the School Office.***

***Our Open Evening will be held on Monday 1<sup>st</sup> December from 4.30pm to 6.30pm.***