

Earlview Primary School  
2 Manse Drive  
New Mossley  
Newtownabbey  
BT36 5US

Controlled Primary School

Enrolment Number: 221  
Admissions Number: 30

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Website: [www.earlviewprimary.co.uk](http://www.earlviewprimary.co.uk)

PRINCIPAL: Mr R Smyth  
CHAIR OF BOARD OF GOVERNORS: Rev. Peter Jones

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

The functions of the Board of Governors re admission to Earlview Primary School shall be (1) to establish (and amend from time to time) admissions criteria (2) to ensure that the number of registered pupils at Earlview does not exceed the school's enrolment number. It shall be the function of the Principal to carry out the wishes of the Board of Governors.

The school welcomes children whose families are aware of, and offer a full commitment to, the school's educational aims and policies.

**OPEN DAY: Wednesday 20 November 2019 at 11.00am and 6.30pm (See website and Facebook)**

When considering which children should be selected for admission, the Board of Governors will only take into account information which is detailed on or attached to the application form. Parents should therefore ensure that all information pertaining to their child and relevant to the school's admissions criteria is stated on the application form or attached to it.

## 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 2020 at 12noon (GMT) and an application submitted by the closing date of 30 January 2020 at 12noon (GMT) will be treated as a punctual application. An application received after 12noon (GMT) on 30 January 2020 will be treated as a late application.

**Admissions criteria to be used in the event of the school being oversubscribed. The criteria are listed in order of priority.**

The school will accept pupils applying for places up to its enrolment number provided that:-

1. Children who are resident in Northern Ireland at the time of application.
2. Children are of compulsory school age.
3. Children with a "child of the family" already attending the primary school or nursery unit. Names and classes must be written on the application form.
4. Children who have attended Earlview Nursery Unit.
5. Children who applied for a place in Earlview Nursery Unit as their first choice in the previous year but were unsuccessful in gaining a place.
6. Children who are the only/oldest "child of the family" suitable for mainstream education in the family. (If there are more applications than places available at this stage, preference will be given to children whose permanent place of residence is in New Mossley estate).  
**Proof of address will be required along with the application form.**
7. Remaining places will be selected on the basis of initial letter of surname (as entered on Birth Certificate) in the order set out below:

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

## Admissions criteria for entry September 2020

This order was determined by a randomised selection of the letters of the alphabet. 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 initial letter and subsequent letters of the forenames will be used.

### DUTY TO VERIFY

Applicants should note that they may be required to produce documents verifying their address.

### WAITING LIST POLICY

Should a vacancy arise after the 28<sup>th</sup> April 2020, all applications for admission to 2020-2021 that were initially refused, new applications, late applications and applications where new information has been provided, will be treated equally and published criteria applied. The waiting list will be in place until June 2021. The school will contact you in writing if your child gains a place in the school by this method. Upon receiving a completed application form (at any preference stage) your child's name will be automatically added to the list. Please contact the school if you wish your child's name to be removed from the list.

### ADMISSION TO P2 – P7

Pupils will be admitted to P2-P7 provided their admission does not lead to the enrolment number being exceeded. The same admissions criteria will be applied as for admission to P1.

Applications and Admissions to Primary 1		
Year	Total Applications	Total Admissions
2017/2018	29	28
2018/2019	26	23
2019/2020	31	31