

EDUCATION AND LIBRARY BOARDS OF NORTHERN IRELAND
APPLICATION FOR ADMISSION TO A CONTROLLED, MAINTAINED OR
INTEGRATED PRIMARY SCHOOL IN THE 2015/16 SCHOOL YEAR

Please read the Board's Information Booklet(s) before completing this form. Pay particular attention to the guidance overleaf on completing the form and the Admissions Criteria of the schools which you are nominating as preferences.

ONLY ONE APPLICATION FORM TO BE SUBMITTED IN RESPECT OF YOUR CHILD.

PLEASE COMPLETE IN BLACK INK

SECTION A - THE CHILD

Surname* _____ Forename(s)* _____
*(*as recorded on birth certificate)*

Date of Birth _____ (BIRTH CERTIFICATE SHOULD BE ATTACHED TO THIS FORM)

Name(s) of Parent(s) or Guardian(s) Dr/Mr/Mrs/Miss/Ms _____

Child's Home Address _____

Postcode _____

Parent(s)/Guardian(s) Tel no: - Home _____ Mobile _____ Work _____

Please state name of pre-school or reception class in primary school attended if applicable _____

FOR SCHOOL USE		
Form received by 1 st preference Primary School		
Date	Time	Initials
<input type="text"/>	<input type="text"/>	<input type="text"/>
Birth Certificate checked & attached <input type="checkbox"/>		
Compulsory School Age	<input type="checkbox"/>	Non-Compulsory School Age <input type="checkbox"/>

Boy Girl

SECTION B - PREFERRED SCHOOLS AND REASONS FOR PREFERENCE*

*Reasons for preference relate to published Admissions criteria (continue on a separate sheet if necessary).

Please list below, in order of preference, at least FOUR primary schools which you would wish your child to be considered for admission. Please give any other information relevant to your child's admission in relation to the Admissions Criteria of the schools listed e.g. nearest school to child's home, living in parish. If you are applying to an Integrated Primary School you MUST state your child's **religious tradition** as this is important to the school.

Are there brothers/sisters currently attending? **FOR BOARD USE**

Preferred Schools

- | | | | |
|---|-------------------------|-------------|--------------------------|
| 1 | | PLEASE TICK | |
| | *Reasons for preference | YES | <input type="checkbox"/> |
| 2 | | YES | <input type="checkbox"/> |
| | *Reasons for preference | | |
| 3 | | YES | <input type="checkbox"/> |
| | *Reasons for preference | | |
| 4 | | YES | <input type="checkbox"/> |
| | *Reasons for preference | | |

Selected	Not Selected

Is the child the eldest child of the family / only child? YES

PLEASE READ THE ADMISSIONS CRITERIA FOR ALL SCHOOLS NAMED ABOVE AND LIST THE DOCUMENTS, IF ANY, WHICH YOU ARE ATTACHING TO THIS FORM.

Please tick if your child is being assessed for Special Educational Needs?

If you have further preferences please continue on a separate sheet and put the name of your child at the top. Please tick if further preferences are attached:

SECTION C – DECLARATION (to be signed by parent/guardian)

I hereby certify that:

- (a) This is the **ONLY** application submitted for primary education in respect of the child named above (excluding Independent/Preparatory Schools).
 In the event that parents/guardians are discovered to have lodged more than one application form, then the first application lodged will be treated as the formal expression of parental preference and all other application forms will not be considered.
- (b) I have read the published Admissions Criteria of the school(s) nominated above.
- (c) The address which I have given is the child's home address and **NOT** the address of a child minder/another relative or a business address.
- (d) I understand that it is my responsibility to provide all relevant information on or attached to this application form.
- (e) The details I have given on this form are correct. I am aware that if a place is awarded on the basis of false information it will be withdrawn.

SIGNED _____ **Parent/Guardian** **DATE** _____

THIS FORM MUST BE RECEIVED BY THE FIRST PREFERENCE PRIMARY SCHOOL LISTED ABOVE NO LATER THAN 12 NOON ON WEDNESDAY 14 JANUARY 2015

NOTES OF GUIDANCE:

The following advice has been prepared to help you fill in this application form. You are also advised to read the Board's Information booklet on Primary Education. Copies are available from schools and on the SELB's website www.selb.org. **Children born between 2 July 2010 and 1 July 2011 (inclusive) must commence primary education in September 2015.**

SECTION A - THE CHILD

You are asked to give information about the child whom you wish to have enrolled. **Child's Name** - You should ensure that the name recorded on the child's birth certificate is the name recorded on the application form, unless written consent from all persons with parental responsibility for the child or the leave of a court has been submitted to the Primary School, in accordance with The Children(NI) Order 1995. **Your child's birth certificate should be attached to this application form** along with any documentation requested in the published admissions criteria of the schools you are listing as your preferences. **The child's home address** should be the child's normal place of residence and not that of a child minder, another relative or a business address. **It is important that this includes the house number, road/street name and postcode.**

If your child is currently enrolled in a nursery school or unit, then you **must** complete an application form for entry into P1 in a Primary School. Children currently enrolled in the reception class in a primary school need not re-apply for entry into P1 for that particular school. If currently enrolled in a reception class but wishing to move to a different primary school, then in this case, you will need to re-apply for entry into P1 of that school. If in doubt about the position, you should consult the Principal of the school.

SECTION B - PREFERRED SCHOOLS AND REASONS FOR PREFERENCE

You are asked to state in order of preference schools which you would like your child to attend. You are strongly advised to give at least **four** preferences as not all schools are able to offer a place to all of the children whose parents/guardians wish them to attend.

If a school is over-subscribed, the Board of Governors of the school will select those children who are to be admitted. How this will be done is described in the Booklet on Primary Education issued by the Board. Selection will be made by the strict application of the published Admissions Criteria drawn up by the Boards of Governors. Admissions Criteria will vary from school-to-school so it is important that you read this information very carefully. When completing your application form you should include all the information that will be necessary to assist the Board of Governors of your preferred schools with their selection of pupils. This information could include - brother/sister already attending; brother/sister did attend; eldest child; only child; relation employed in school and any other relevant information such as medical condition etc. The application form also provides space for you to give reasons for your choice of school. This may be, for example, 'nearest suitable school' or 'I am a member of staff of this school'.

Note:- Additional sheets may be attached and you should put the name of your child at the top of each page.

SECTION C – DECLARATION

You should read this declaration very carefully and make sure you are complying with the statements made. It is particularly important that you have stated the correct HOME address for the child. **It is also important that only one application is submitted for each child.**

You should return the form, together with the child's birth certificate and any documentation as requested in the published admissions criteria of the school(s) you are listing, to your first preference school as soon as possible.

For those parents/guardians applying for a place in PRIMARY 1, the application form MUST BE RECEIVED BY YOUR FIRST PREFERENCE PRIMARY SCHOOL NO LATER THAN 12 NOON ON WEDNESDAY 14 JANUARY 2015.

Any application received after this date will be treated as a 'Late Application' and can only be considered if and when a vacancy occurs within the school.

DECISIONS

The school which has accepted your child will write to you on **Wednesday 29 April 2015** confirming admission arrangements. The ELB will write to the parents/guardians of compulsory school age children to seek further preferences for those children who have not been accepted by any of the schools listed on the application form.

If you require any further help in completing this form, you may contact the Principal of your first preference primary school or an Officer in the Pupil and Parent Unit in the Board, telephone 028 3751 2455, 028 3751 2406 or 028 3751 2526.