

Greenwood Primary School
436 Upper Newtownards Road
Belfast
BT4 3HS

Controlled School
Co-educational

Enrolment No: 261
Admission No: 87

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Email: info@greenwoodps.belfast.ni.sch.uk
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Principal: Miss Lindy Forster
Chair of Board of Governors: Mr David Holley

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.

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 2021 at 12noon** (GMT) and an application submitted by the **closing date of 29 January 2021 at 12noon** (GMT) will be treated as a punctual application. An application received after 12noon (GMT) on 29 January 2021 will be treated as a late application.

Only children of compulsory school age (ie children born on or between 2nd July 2016 and 1st July 2017 inclusive) 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.

In the event of the school being over-subscribed the Governors will select children for admission to Primary 1 using the admissions criteria set out below.

The criteria will be applied in the order in which they are set down. Should the number of children who satisfy the requirement of any criterion exceed the number of places available, the remaining criteria will be applied successively to the children which caused the number of places to be exceeded, until all places have been allocated.

- 1 Children living permanently at the same address as a brother/sister, half-brother/half-sister or other child who currently attends Greenwood Primary School. (P1-P3 classes) **(Indicate name and year group)**
- 2 Children living permanently at the same address as a brother/sister, half brother/half sister, or other child who currently attends Strandtown Primary School. **(Indicate name and year group)**
- 3 Remaining places will be granted in order of priority determined by the proximity of the child's permanent residence to the school. Distance will be determined by a straight line measurement from the child's home to the school. Measurements will be generated electronically using the Ordnance Survey Website.

In the event of two or more children's permanent residence being measured equal distance for the final place, children will be selected by age with the oldest being selected first as established by the date of birth entered on the birth certificate.

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, or is the eldest child in the family.

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 governors request that all applicants provide the following documentation to the school by 12 noon Friday 5 February 2021.

An original birth certificate for the child (either long or short)

Any **two** of the following to verify the child's home address:

- A recent bank or building society statement which shows the address at which the child is resident
- A recent utility bill (electricity, gas, television licence or phone) which shows the address at which the child is resident
- A recent letter awarding child benefit to the child or another recent letter relating to this benefit
- A recent financial statement such as ISA, pension or endowment
- Driving Licence for parent/guardian showing the address at which the child is resident
- A recent addressed payslip
- A recent mortgage or rental document
- A recent Land and Property Services rates demand.

Recent documents are defined as being within the last 6 months, with the exception of mortgage or land property documents, where within the last year is accepted.

If the requested evidence is not provided to the Board of Governors by the deadline given, this may 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 Wednesday 28 April 2021 all applications for admission to P1, that were initially refused, new applications, late applications and applications where new information has been provided will be treated equally and the published criteria applied. This waiting list will be in place until 31 August 2021.

Your child's name will be automatically added to the list. Please contact the school if you wish for your child's name to be removed from the list.

Parents must inform the school, in writing if they wish their child's name to be placed on the waiting list for any place which becomes available after 1 September 2021 – 30 June 2022. The above criteria will then be applied to fill a vacancy within the school's admission number.

The school will contact you in writing if your child gains a place in the school by any of the above methods.

P2 – P3 Admissions Criteria available from school.

Applications and Admissions to Primary 1		
Year	Total Applications	Total Admissions
2018/19	114	87
2019/20	119	87
2020/21	108	87