

## Admissions criteria for entry September 2021

Forge Integrated Primary School  
20 Carolan Road  
Belfast  
BT7 3HE

Controlled Integrated School  
Co-Educational

Enrolment No: 420

Admission No: 60

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

Principal: Mr N Watson B.Ed(Hons) PQH(NI)

Chair of Board of Governors:

Mr Michael Prendergast

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### **Respective Functions**

The Board of Governors has drawn up the school's admission criteria and has delegated to the principal its function and responsibility in relation to the application of the criteria and the admission for pupils to the school.

**Open Afternoon:** Due to Covid -19 arrangements remain uncertain and the school is likely to be putting alternative digital arrangements in place. Details will be published on [www.forgeips.co.uk](http://www.forgeips.co.uk)

### **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.

In the event of the school receiving more applications than can be accommodated within the admissions numbers determined by the Department of Education the following policy and criteria will be applied.

Only children of compulsory age will be admitted to the school

- 1 Children who have brother(s)/sister(s), half-brother(s)/half-sisters(s) already enrolled at Forge Integrated Primary School (**Indicate name and year group**).
- 2 Children who have attended Forge Integrated Pre-School during the previous year.
- 3 Children who are the only, or eldest in their family. (**Attach/forward verification documentation**).
- 4 Children whose admission to Forge Integrated Primary School will help maintain a ratio of as close to 40% Catholic, 40% Protestant and 20% from other faiths or none as possible.

The onus is on the parents to make clear under which religious category they wish an application to be considered. The religious affiliation/community background of pupils will be determined by one of the following methods:

- a) For parents/guardians applying for a place via the Education Authority's online application you will be prompted to and must select your child's religious affiliation when completing the form;

or

- b) For parents/guardians applying using a paper application you must also complete our Forge Integrated Primary School Pupil Information Form (FIPS) which can be obtained from the school office or by submission of a digital version accessible via our school website. Your Pupil Information Form with confirmation of religion must be provide to our school by 12 noon on Friday 5 February 2021;

or

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- c) Where parents are of different religious backgrounds and do not state a specific designation for a child then the religious background of the mother (or other adult with parental responsibility if the mother's information is not available) as stated on the FIPS form will be deemed to be the religious background for the child.

In the case of a FIPS form not having been submitted perceived religious background will be determined by: The religious background a parent or carer has stated on the Education Authority application form. When there is no information at all as the religious background of the child then the school may seek clarification from a parent.

If a child is not designated either Protestant or Catholic then the application will be considered under 20% of applications in the other faiths and none category.

In the event of over-subscription and there being a tie-break situation in the last criterion which can be applied then selection for all places remaining in this category will be on the basis of:

- 1a. In the first instance children whose parents have elected Forge Integrated Primary School as their first preference.
- 1b. Parents who have elected another Integrated Primary School as their first preference (in order to honour our commitment to offering Integrated places to those parents for whom this is an important feature of their child's education) and;
2. In the event of there being a further tie break the initial letter of the child's surname in the order set out below

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

This order was determined by random selection

In the event of surnames beginning with the same initial letter, the subsequent letters of the surnames will be used in alphabetical order. In the event of two identical surnames, the alphabetical order of the initials of the forenames will be used.

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.

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***

Should a vacancy arise after Wednesday 28 April 2021 applications for admission to P1 that were initially refused along with new applications and late applications or applications where new information has been provided will be treated equally and the published criteria applied. Applications on the waiting list will be held until 30 September 2021 at which point the waiting list will be cleared unless parents requested that

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an application be replaced on the waiting list. The waiting list will be cleared every half term as well as at the times specified above. Applications can be resubmitted to the waiting list upon parental request but will not automatically be held beyond clearing dates.

### **P2 – P7 Admissions Criteria available from school.**

#### **Appendix:**

**The following clarifications and definitions are applied to this admissions criteria in terms of defining criteria:**

*Brothers or Sisters already enrolled:* The Board of Governors of Forge Integrated Primary School will apply this criterion in line with the recommendation in Annex A of DE Circular 2016/17 ie:

1. The Criterion to be defined as Children who, at the date of their application, have a child of the family currently enrolled at the school.
2. The phrase child of the family is a well-established concept of family law as defined by Article 2(2) of the Domestic Proceedings (NI) Order 1980: Child of the family in relation to the parties to a marriage or parties living together in the same household means: a child of both of them; and
  - Any other child who has been treated by both of these parties as a child of the family including:
    - A child born to a married couple
    - A child born to a co-habiting couple
    - A child of either of those people by a previous marriage or relationship
    - A child living with same sex partners whether there is a civil partnership or not
    - An adopted or fostered child
    - A situation where there is, for example, a cousin being brought up with a family

#### *Eldest Child:*

Children who, at the date of their application, are the eldest child of the family to be eligible to apply for admission to the school including only children. Twins or other multiples will be considered joint eldest.

For the purposes of enrolment children who have not had the opportunity to have an elder sibling already and currently enrolled at the school such as:

- children whose next eldest sibling is more than seven years older than them;
- children whose elder siblings did not have the opportunity to attend mainstream school due to Special Educational Provision
- children whose family have recently moved into the area and could not reasonably have enrolled elder siblings in the school. For the purposes of clarity 'the area' is defined as a previous address during the time when elder siblings were enrolled in Primary school which is 5 miles or more from the school as measured using Google Maps route-finding software. Parents wishing a child to be considered under this criterion may be asked to provide verification of previous address.
- children who are the eldest child of either parent.

#### **Supplementary Evidence to support Verification**

If necessary the school will seek evidence to verify qualification for criteria in line with the guidance contained within DE Circular 2013/24 (2020)

<b>Applications and Admissions to Primary 1</b>		
<b>Year</b>	<b>Total Applications</b>	<b>Total Admissions</b>
<b>2018/19</b>	<b>68</b>	<b>60</b>
<b>2019/20</b>	<b>60</b>	<b>60</b>
<b>2020/21</b>	<b>66</b>	<b>60</b>