

**FORGE INTEGRATED PRIMARY SCHOOL  
20 CAROLAN ROAD  
BELFAST  
BT7 3HE**

**Controlled Integrated School  
Co-educational**

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**Enrolment No: 360  
Admission No: 60**

**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 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**

Priority will be given to children resident in Northern Ireland at the time of their proposed admission.

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 a brother(s)/sister(s), half-brother(s)/half-sister(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 verification documentation)**
- 4 Children whose brother(s)/sister(s), half-brother(s)/half-sister(s) and/or other children living permanently at the same address previously attended the school. **(Indicate name and dates of attendance)**
- 5 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 background of pupils will be determined in the first instance by the information parents put on a child's Forge Integrated Primary School Pupil Information Form (FIPS) which is available from the school office.

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 of 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 ELB enrolment form. When there is no information at all as to the religious background of a 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 Children of members of staff of Forge Integrated Primary School.
- 3 In the event of there being a further tie break the initial letter of the child's surname in the order set out below:

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

The 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 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. Examples of such information include whether the child has brothers or sisters attending the school.

#### **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 applicant's 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**

Should a vacancy arise after Wednesday 27 April 2016 all 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 2016 at which point the waiting list will be cleared unless parents request that 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.**

#### **Applications and Admissions to Primary 1**

<b>Year</b>	<b>Total Applications ie All Preferences</b>	<b>Total Admissions</b>
<b>2013/14</b>	54	47
<b>2014/15</b>	64	60
<b>2015/16</b>	65	60