

St. Moninna's Primary School, Cloughoge
81 Chancellor's Road
Newry, Co Down
BT35 8NG

Maintained Primary School

Enrolment Number: 406
Admissions Number: 58

Telephone No: (028) 3026 2688
Email: info@cloughoge.newry.ni.sch.uk

PRINCIPAL: Mr Tomás McKee
CHAIR OF BOARD OF GOVERNORS: Mr John Doherty
Website: www.stmoninnasps.com

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

The Board of Governors draws up the admission criteria and delegates to an Admissions Sub-Committee comprising the Principal and a named governor the responsibility for applying these criteria. Any reference to the term Board of Governors includes sub-committee appointed by the Board of Governors for the purposes of applying the admissions criteria set out here-in.

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 2026 at 12noon (GMT) and an application submitted by the closing date of 21 January 2026 at 12noon (GMT) will be treated as a punctual application. An application received after 12noon (GMT) on 21 January 2026 and up to 4 pm on 26 January 2026 will be treated as a late application, this is also the last date and time for processing a change of preference in exceptional circumstances. After 4 pm on 26 January 2026 no applications will be processed until after the close of procedure on 23 March 2026.

COMPULSORY SCHOOL AGE

Any child who reaches their *4th* Birthday on or before 1st July 2026 is of Compulsory School Age. Under the School Age (NI) Act which became law in Northern Ireland in April 2022, 'compulsory school age' also includes those children who deferred commencing Primary 1 in September 2025 as defined by the new School Age (NI) Act (both groups to be treated equally).

Priority will be given to children resident in Northern Ireland at the time of their proposed admission to the school before those who are not so resident.

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.

The Board of Governors will apply the following criteria to identify which children should be admitted either at initial admission to education (P1) or on transfer from another school.

Criteria will be applied STRICTLY in the order set down i.e. Criterion 1 before Criterion 2 etc.

1. Children whose full-time permanent address is in the Parish of Upper Killeavy or the Traditional Catchment area of Middle Killeavy.
2. Children of staff who are currently permanent in St. Moninna's Primary School, Cloughoge.
3. Other children who wish to attend St. Moninna's Primary School, Cloughoge.

In the event of over-subscription within any of the above criteria the following sub-criteria will be applied in the order indicated:-

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- (i) children whose parent/ guardian has listed St. Moninna's Primary School, Cloughoge as their first preference.
- (ii) preference will be given to children with exceptional circumstances (medical, social or other problems) that necessitate admission to St. Moninna's Primary School, Cloughoge rather than any other primary school. The circumstances should be personal to the child and must be supported by independent and appropriate documentation, providing evidence of the circumstances being described as being exceptional.
- (iii) children who at the date of their application, have a child of the family currently enrolled in St. Moninna's Primary School, Cloughoge.
- (iv) children who have a child of the family who previously attended St. Moninna's Primary School, Cloughoge.
- (v) children of staff who are currently permanent in St. Moninna's Primary School, Cloughoge.
- (vi) children will be accepted according to their chronological age with older children being accepted first.

Where two or more children have the same date of birth (except twins or other multiple births) final selection will be on the basis of initial letter (s) of surname (as entered on Birth Certificate) in the order set out below:

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

This order was determined by computerised random selection. If two or more children have the same surname the alphabetical order of the first forename will be used and if required thereafter subsequent forenames as on birth certificate.

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.

To enable the Board of Governors to verify addresses, **all** applicants should provide **any two of the following four documents at the time of application:-**

- a recent bank or building society statement which shows the address at which the child is resident;
- a utility bill (for instance electricity, gas, Television Licence, telephone) which shows the address at which the child is resident;
- a letter awarding Child Benefit to the child or another letter relating to this benefit;
- the child's Medical Card.

This is in addition to the standard requirement to provide a Birth Certificate in order to demonstrate whether or not a child is of compulsory school age.

Please note:

- Home is the child's permanent place of residence. It is not the child-minder's or a relative's address.*
- Information on possible or actual medical or other problems should be fully answered when these details are requested.*

WAITING LIST POLICY

Should a vacancy arise after the close of the P1 admissions procedure, all applications for admission to P1 that were initially refused, new applications, late applications and applications where new information has

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been provided, will be treated equally and the published criteria applied. This waiting list will be in place until the end of the academic year.

The school will contact you if your child gains a place in the school by this method.

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

ADMISSION TO P2-P7

Pupils will be considered for enrolment providing that their admission does not cause the school to exceed the class size policy of 30 pupils and it is within the enrolment number of 406 as determined by the Department of Education.

If at the time of consideration of the application, there are more eligible applicants than places in a particular year group then the admissions criteria as above will be applied to select pupils to the available places.

APPLICATIONS & ADMISSIONS TO PRIMARY 1.

Year	Total Applications	Total Admissions
2023/2024	57	57
2024/2025	59	59
*2025/2026	64	69

**The Total Admissions for year 2025/2026 includes all P1 children admitted to the school including those who have a statement of special educational needs and/or may be attending SPiMS.
(SPiMS = Specialist Provision in Mainstream School)*