

Cedar Integrated Primary School (Crossgar)
29 Kilmore Road
Crossgar
Downpatrick
BT30 9HJ

Grant Maintained Integrated Primary School

Enrolment No. 196
Admissions No. 28

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Principal : Mrs Hilary Crichton

Chair of Board of Governors: Mrs Sonya Carter

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

The Board of Governors draws up the admissions criteria and delegates to an Admissions Sub-Committee, which includes the Principal, the responsibility for applying these criteria.

In accordance with Articles 66(2) and 88 of the Education Reform (NI) Order 1989 the Board of Governors of Cedar Integrated Primary School and Nursery Unit the collection and processing of information regarding the religious/perceived community background of children set out above is necessary in order for the Board of Governors of an integrated school to carry out its statutory functions and fulfil its public task.

Session Times:

P1 Pupils

9:00am – 12 noon in September

9:00am – 2:00pm from October to June

Our Open Evening Tour will be held on Thursday 14th December at 6:30pm and our Open Morning Tour will be held on Friday 15th December at 10:00am. If these days do not suit, please contact the school on 0284483009 to arrange a convenient time to visit the school. Our virtual school tour is available to view at www.cedarips.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 9 January 2024 at 12noon (GMT) and an application submitted by the closing date of 26 January 2024 at 12noon (GMT) will be treated as a punctual application. An application received after 12noon (GMT) on 26 January 2024 and up to 4 pm on 31 January 2024 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 31 January 2024 no applications will be processed until after the close of procedure on 25 April 2024

Priority will be given to children who will have attained compulsory school age at the time of their proposed admission, including those children whose parents deferred their admission to primary school in September 2023 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.

The Board of Governors of Cedar Integrated Primary School has drawn up the school's admission criteria. The admissions criteria will be applied by a Selection Committee consisting of the Principal and three Governors.

This is a two-part process that requires full completion in order to fulfil the admission criteria for an integrated school.

Part One:

Admissions criteria for entry September 2024

Applicants must complete an online Education Authority Primary Application for enrolment in the Primary School (www.eani.org.uk). It is a matter for the parents/guardians to ensure that they provide all the information required by the Primary School to apply its Criteria on the online Application.

As an integrated Primary School we strive to achieve a balance between Roman Catholic and Protestant pupils and criteria will be applied to achieve equal numbers of both denominations (40% Protestant and 40% Roman Catholic). A number of pupils from other and non-religious backgrounds will be admitted in a proportion not exceeding 20% of the total admissions in any one year. To fulfil our admissions criteria, it is the responsibility of all parents/guardians to provide information regarding their child's perceived community background. The religious affiliation/community background (Protestant, Catholic or Other/None) of a pupil 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) A Pre-Enrolment Form can be obtained from our school website or school office if required or you can provide alternative written confirmation to our school. Your Pre-Enrolment Form/written confirmation of religion must be sent directly to our school by 4.00pm 31 January 2024, or
- c) If the parents/guardian(s) do not supply this required information, then your child's application will be considered with those from the majority category of that year's applicants. The school will apply sub criteria to each group (Protestant, Catholic, Other/None) in order to achieve reasonable balance. In the event that there are insufficient applications from any group, additional places will be considered with those of the majority category of that year's applicants.

Criteria will be applied to achieve, if possible, equal numbers of Protestant and Roman Catholic pupils i.e. 40% of each denomination. A number of pupils from other and non-religious backgrounds will be admitted in a proportion not exceeding 20% of the total admissions number in any one year. In the event of less than 20% of places being awarded to 'Other' applicants, the balance will be divided equally between Protestant and Catholic applicants. In the event of there being an odd number of places in the excess of places remaining from the allocation to 'Others', the additional place will be allocated to the category having the greater number of applicants.

Part Two:

It is the responsibility of parent/guardian to ensure that any information, which is relevant to the criteria, is included on the Application or provided directly to the first preference school.

Please ensure that the following documentation is forwarded to the school on or before 4pm 31 January 2024.

- A copy of the child's Birth Certificate.
- Verifying documentation for eldest child (where applicable).
- Cedar Integrated Registration Form (Paper applications only).

Year 1 Intake

In the event of being oversubscribed the following criteria will be applied in the order set down:

- 1 Children who have a sibling* currently or previously enrolled in Cedar Integrated Primary School. Names and dates must be provided on the application.
- 2 Children who have attended Cedar Integrated Nursery Unit.

Admissions criteria for entry September 2024

- 3 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.
- 4 Children who have applied to Cedar Integrated Nursery Unit on or before the closing date but were unable to gain a place due to over-subscription.
- 5 All other children of School Age.
- 6 Children on the basis of the initial letter(s) of the surname in the order set out below. The surname used will be as registered on the birth certificate or as subsequently legally changed and documented.

Z H V D L G Q M C P N M C K T R W O' O B A F U M A C S J I Y X E

The order of the letters, where a random selection of letters is used to distinguish between applicants, was agreed by the Board of Governors on 20 September 2023 and will change annually.

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. Should there be two children with the same forename and surname pupils will be selected by age, prioritising an elder applicant as established by their date of birth as entered on their Birth Certificate.

NOTES

In accordance with the 1998 Education Northern Ireland Order (Article 32:4), Cedar Integrated Primary School has been directed to select for admission all children resident in Northern Ireland at the time of their proposed admission to school before any child not so resident may be selected for admission.

*The definition of sibling is as defined in DE Circular 2023/14, date of issue 23.10.23.

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.

Verification of Information

Parents/guardians who are stating that a child is the eldest in the family should provide a letter of verification to support this claim. The letter of verification should be from a person who holds one of the following positions in the community:

- Medical Practitioner
- Solicitor
- Member of the clergy
- School Principal

WAITING LIST POLICY

The school's policy on the consideration of applications after the Open Enrolment procedure concludes is available directly from the school.

Should a vacancy arise, the above criteria will be applied to select pupils from our waiting list.

Applications for admission to P1 after the beginning of the school year.

Admissions criteria for entry September 2024

After 1 September 2024 and during the 2024/2025 school year the above criteria will be applied to fill a vacancy arising within the school's admissions number.

ADMISSION TO P2-P7

Pupils from P2-P7 will be admitted so long as the school's enrolment number is not exceeded, provided such admissions are not being prejudicial to the efficient use of resources.

APPLICATIONS AND ADMISSIONS TO PRIMARY 1		
Year	Total Applications	Total Admissions
2021/2022	30	29
2022/2023	28	28
2023/2024	31	31*

DE permitted a Temporary Variation for one-year 2023/2024.