

Subject:**PUBLICATION OF INFORMATION ABOUT
APPLICATIONS AND ADMISSIONS****Circular Number:****1994/24****Date of Issue:**

21 September 1994

Target Audience:

- Principals and Boards of Governors of all grant-aided schools;
- Education and Library Boards;
- Council for Catholic Maintained Schools.

Summary of Contents:

This Circular contains further advice about the requirements on schools to publish information about applications and admissions in their prospectuses.

Enquiries:

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Governor Awareness:

Essential

Status of Contents:Advice
Information for schools**Related Documents:**DENI Circulars 1994/19, SR 1993
No.317, SR 1994 No.315 and
SR 1994 No.361**Superseded Documents:**

None

Expiry Date:

Not applicable

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1. Circular 1994/19 explained the requirements on schools to publish, in their prospectuses, information about applications and admissions. The Department has received a number of enquiries about the requirements and this Circular is to provide clarification on two issues.

Applications and admissions to primary schools

2. The intention is that parents whose children are about to start school should have information about the number of applicants and admissions to schools each year. Some primary schools admit pupils into a reception class and the information published by such schools should **include** the number of applications for admission to the reception class and the number actually admitted.

First, second etc preferences

3. Schools receive applications at different stages ie first, second, third etc preferences. For the purpose of publishing information about applications schools should total the number of applications considered by the Board of Governors at all preferences; for grammar schools this will of course be shown by transfer grade.

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