

ANNEXE A (ADMISSIONS CRITERIA)

ADMISSION TO PRIMARY/POST PRIMARY EDUCATION OTHER THAN YEARS 1 AND 8

To: Parent/Guardian

From: Principal where a school has received more applications than there are places available and admissions criteria have been applied to select.

NAME OF CHILD: DATE:

ADDRESS: SCHOOL:

DATE OF BIRTH:

Dear

Re: Application for Year _____

I wish to advise you that the school has received more applications than there were places available. The school's admissions criteria were applied and I regret to advise you that your son/daughter was not selected for admission.

You may wish to consider alternative schools for your son/daughter to attend. If so, you should contact _____ who is the Transfer Officer of the _____ Education and Library Board (telephone number: _____) with a view to obtaining a list of alternative schools where there may be places available.

If you wish to appeal* against this decision you should write to: the Clerk of the Independent Admissions Appeal Tribunal, at the relevant Education and Library Board.

Your letter must be received within 10 working days from the date at the top of this letter.

If for exceptional reasons you feel that your son/daughter must attend only this school you may make application to the Exceptional Circumstances Body. Further information about this process can be obtained from the Secretary of the Exceptional Circumstances Body, Department of Education, Rathgael House, Balloo Road, Rathgill, Bangor BT19 7PR.

Yours sincerely

Principal

* The Admission Appeal Tribunal can only uphold an appeal where it finds that the child would have been admitted to the school on a correct application of the school's admissions criteria.

I hereby make application for a place for my child in the above-named school and certify that:

- a. the details which I have given are correct;
- b. the address which I have given is the child's home address.

Signed: _____
Parent/Guardian

Date: _____

ANNEXE C

ADMISSION TO PRIMARY/POST PRIMARY EDUCATION OTHER THAN YEARS 1 AND 8

To: Parent/Guardian

From: Principal where a school is full i.e. has reached its approved enrolment number taking account of statemented pupils and Year 1 or Year 8 pupils admitted on appeal.

NAME OF CHILD: DATE:

ADDRESS: SCHOOL:

DATE OF BIRTH:

Dear

Re: Application for Admission

I wish to advise you that the Board of Governors of _____ is not in a position to admit your son/daughter as the school has reached its approved enrolment number of _____ and therefore has no places available.

You may wish to consider alternative schools for your son/daughter to attend. If so, you should contact _____ who is the Transfer Officer of the _____ Education and Library Board (telephone number: _____) with a view to obtaining a list of alternative schools where there may be places available.

A copy of this letter has been forwarded to the Transfer Officer of the Education and Library Board for information.

If for exceptional reasons you feel that your son/daughter must attend only this school you may make application to the Exceptional Circumstances Body. Further information about this process can be obtained from the Secretary of the Exceptional Circumstances Body, Department of Education, Rathgael House, Balloo Road, Rathgill, Bangor BT19 7PR.

Yours sincerely

Principal

ANNEXE D

ADMISSION TO PRIMARY/POST PRIMARY EDUCATION OTHER THAN YEARS 1 AND 8

To: Parent/Guardian

From: Principal where a school is not full to capacity i.e. there are places available within the approved enrolment number.

NAME OF CHILD: DATE:

ADDRESS: SCHOOL:

DATE OF BIRTH:

Dear

Re: Application for Year _____

I wish to advise you that the Board of Governors of _____ is not in a position to admit your son/daughter as it would prejudice the efficient use of resources because:

You may wish to consider alternative schools for your son/daughter to attend. If so, you should contact _____ who is the Transfer Officer of the _____ Education and Library Board (telephone number: _____) with a view to obtaining a list of alternative schools where there may be places available.

If you consider the school has not acted reasonably in refusing your child admission and you wish to register a complaint you should write to :

School Access Team
Department of Education
Rathgael House
Balloo Road
Rathgill
BANGOR BT19 7PR

Your letter must be received within 10 working days from the date at the top of this letter.

If for exceptional reasons you feel that your son/daughter must attend only this school you may make application to the Exceptional Circumstances Body. Further information about this

process can be obtained from the Secretary of the Exceptional Circumstances Body,
Department of Education, Rathgael House, Balloo Road, Rathgill, Bangor BT19 7PR.

A copy of this letter has been forwarded to the Transfer Officer of the Education and Library
Board for information.

Yours sincerely

Principal

ANNEXE E

COMPLAINT AGAINST THE DECISION OF A SCHOOL NOT TO ADMIT AN APPLICANT

Name of Child:

Date of Birth:

Address:

Daytime Telephone Number:

I wish to complain against the decision of the Board of Governors of _____
_____ school not to select my son/daughter _____ (name) for
admission to Year ____ from _____ (date you wish your child to be
admitted).

School currently attending _____

or

My child is not attending school at present. He/she last attended _____
_____ on _____ (date).

GROUNDINGS FOR COMPLAINT:

Please give details of the grounds for your complaint and any supporting information (additional sheets may be attached if required):

Signature of Parent/Guardian: _____

Date: _____

The completed form should be sent to: School Access Team
Department of Education
Rathgael House
Balloo Road
Rathgill
Bangor BT19 7PR

and must be received on or before _____

ANNEXE F

INFORMATION TO BE PROVIDED BY A SCHOOL WHERE A PARENT LODGES A COMPLAINT AGAINST A SCHOOL

RESPONSE TO APPLICATION FOR TRANSFER BETWEEN SCHOOLS OTHER THAN YEARS 1 AND 8

NAME OF CHILD: _____

SECTION A

Name of School: _____

Published Admissions Number: _____

Published Enrolment Number: _____

Approved amended Admissions Number: _____

Approved amended Enrolment Number: _____

SECTION B

(please note that section c must also be completed to enable the Department to respond)

The Board of Governors of the above-named school has decided not to offer a place to the child. A copy of the application form and the letter from the school to the parent is attached. The decision was made on the grounds that admission would prejudice the efficient use of resources because

_____ *continue on a separate sheet of paper if necessary.*

ANNEXE F (cont'd)

SECTION C

A breakdown of the pupils enrolled at the time of application was as follows:-

Year Group	Total number of pupils (including Statemented pupils)	Number of Statemented pupils	Number of pupils admitted on appeal to Year 1/Year 8
Year 1 / Year 8			
Year 2 / Year 9			
Year 3 / Year 10			
Year 4 / Year 11			
Year 5 / Year 12			
Year 6 / Year 13			
Year 7 / Year 14			
Total			

ANY OTHER RELEVANT INFORMATION

SIGNED _____ **PRINCIPAL** **DATE** _____
(on behalf of Board of Governors)

The completed form should be sent to:
School Access Team
Department of Education
Rathgael House
Balloo Road
Rathgill
Bangor BT19 7PR

and must be received on or before _____

APPLICATION PROCEDURE – TIMESCALE*
(for pupils other than at the normal transfer stage)

ACTION FROM APPLICATION STAGE

- DAY 1** Application by parent to School/Board on Application Form
School/Board should acknowledge receipt of application – (Day 1)
- DAY 10** School to have taken decision as follows:

APPLICATION PROCEDURE – TIMESCALE*
(for pupils other than at the normal transfer stage)

ACTION FROM APPLICATION STAGE

DAY 1 Application by parent to School/Board on Application Form
School/Board should acknowledge receipt of application – (Day 1)

DAY 10 School to have taken decision as follows:



DAY 11	Inform parents of arrangements to admit	Inform parents by letter of non-admission
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FAX decision to Board Transfer Officer

ACTION FROM COMPLAINT STAGE

DAY 1 Parental Complaint Form received by Department

DAY 23 FINAL DECISION OF DEPARTMENT

*timescale refers to **working days**