

Glenwood Primary School  
4-22 Upper Riga Street  
Belfast  
BT13 3GW

Controlled School  
Co-educational

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Website: [www.glenwoodprimaryschool.org.uk](http://www.glenwoodprimaryschool.org.uk)

Enrolment No: 630  
Admission No: 90

Principal: Mr W J Wright  
Chair of Board of Governors: Mrs J Weir

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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***

During the admissions procedure when applying the criteria punctual applications will be considered before late applications are considered. The application procedure opens on 10 January 2023 at 12noon (GMT) and an application submitted by the closing date of 27 January 2023 at 12noon (GMT) will be treated as a punctual application. An application received after 12noon (GMT) on 27 January 2023 and up to 4 pm on 31 January 2023 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 2023 no applications will be processed until after the close of procedure on 27 April 2023.

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.

- 1 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 2022 as defined by the new School Age (NI) Act (both groups to be treated equally)
- 2 Attendance of brothers or sisters currently attending Glenwood Primary School.
- 3 Glenwood Primary School is the nearest school as measured by the OS map.

In the event of two or more children's permanent residence being measured equal distance for the final place, children will be selected by age with the oldest being selected first.

### ***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.

### ***Waiting List Policy***

Should a vacancy arise after Thursday 27 April 2023 all applications for admission to P1 that were initially refused, new applications, late applications and applications where new information has been provided will be treated equally and the published criteria applied. This waiting list will be in place until 30 June 2024. The school will contact you in writing if your child gains a place in the school by this method.

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

### Criteria for admission to P1 after initial enrolment

- 1 Children will be admitted only if there is a space within an existing P1 class for the child, and if the nature of the children already in the class allows for the additional child to be adequately integrated.

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.

Parents should therefore ensure that all information pertaining to their child and relevant to the school's admissions criteria is stated on the application or attached to it.

### P2 – P7 Admissions Criteria available from school.

<b>Applications and Admissions to Primary 1</b>		
<b>Year</b>	<b>Total Applications</b>	<b>Total Admissions</b>
<b>2020/21</b>	<b>65</b>	<b>65</b>
<b>2021/22</b>	<b>73</b>	<b>73</b>
<b>2022/23</b>	<b>63</b>	<b>63</b>