

**Acorn Integrated Primary School**  
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**Integrated Primary School**

**Enrolment Number: 203**  
**Admissions Number: 29**

**PRINCIPAL: Mrs J Fuller**  
**CHAIR OF BOARD OF GOVERNORS:**  
**Mr P Comins**

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

Acorn is an integrated co-educational school which welcomes, respects and cherishes children of all religious and non-religious categories, whilst retaining its own Christian character. It is committed to educating children of differing beliefs together and strives to maintain a balanced enrolment as defined by the Statement of Principles of the Northern Ireland Council for Integrated Education (NICIE). To this end places will be allocated thus: 12 places for Roman Catholic, 12 places for Protestant and 5 places for other children. (Other is defined as neither Protestant nor Roman Catholic).

### **Information / Application Form**

It is required that parents/guardians seeking admissions for their child or children must complete both the Education Authority's online application form and the Acorn Information Form, this is available by emailing the school or calling at the school office. The Board of Governors will use the information provided on all forms to decide which children should be admitted in the event of over-subscription. Should no Acorn Information Form be received the candidate will be placed in the 'Other' category. Should there be any conflicting information between the online and paper applications in the admissions process, the information provided on the written application form will supersede the online information.

Documentation (including the child's Birth Certificate and the Acorn Information Form) which is submitted in support of your application should be provided to the school/provider of first preference on or before 4.00 pm (GMT) on Tuesday 31 January 2023.

### **Integrated Education Act**

The Board of Governors of Acorn Integrated welcome the introduction of the Integrated Education Act (Northern Ireland) 2022 and look forward to its implementation. We note the definition of an Integrated School as outlined in the Act and believe our criteria will allow us to successfully meet the definition of the same.

The Board of Governors of an integrated school must use its best endeavours, in exercising its functions under the Education Orders, to ensure that the management, control and ethos of the school such as are likely to attract to the school reasonable numbers of both Protestant and Roman Catholic pupils. 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.

The Board of Governors seek to reflect in the total number admitted to the school the overall balance set by NICIE (see opening paragraph) and to that end appoints and delegates to the Admissions Sub-Committee, comprising the Principal and at least three Governors, the selection process. The Admissions Sub-Committee divides the applications into three categories, i.e. Other, Protestant, Roman Catholic. If any category is over-subscribed at this stage the Admissions criteria listed below are applied. In any category which is under-subscribed all those children which fit into this category will be admitted. Should there be any surplus of places which arises from any under-subscribed category that surplus will be distributed as follows:

1. Any surplus arising from the under subscribed category of 'Other' will be distributed equally, where possible, between the categories of Protestant and Roman Catholic. If there are an odd number of places the extra place will be allocated to the category with the highest number of children.
2. Any surplus arising from the under subscribed category of either Protestant or Roman Catholic will be apportioned in the percentage of 83% to an oversubscribed category of Protestant or Roman Catholic and 17% to an oversubscribed category of 'Other' where possible or to the nearest workable number.

Where a distribution is made of any surplus of places to any of the three categories resulting in such category or categories either remaining or becoming over-subscribed the admissions criteria are applied.

Children resident in Northern Ireland at the time of their proposed admission to the school will be selected before any child not so resident as per Article 16 of the 1997 Education Order.

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 form and the Acorn Integrated Primary School Primary 1 Admissions Information Form. Parents should therefore ensure that all information pertaining to their child and relevant to the school's admissions criteria is stated on the application form or attached to it.

### 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 12 noon (GMT) and an application submitted by the closing date of 27 January 2023 at 12 noon (GMT) will be treated as a punctual application. An application received after 12 noon (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.

### School Age (NI) Act 2022

In line with The School Age (NI) Act 2022, only children whose parents completed a request to the Education Authority to defer their child starting Primary School in 2022 will be treated as a target age for 2023 admissions. Evidence should be submitted to the EA Portal with your application.

### Admissions criteria to be used in the event of the school being oversubscribed. The criteria are listed in order of priority.

1. The child who has, in the order of priority, a brother/sister; a half-brother/half-sister; a foster brother or foster sister who currently attends or has attended Acorn Integrated Primary School.
2. The child is the first child in the immediate family to attend a mainstream school.
3. The child has attended or is currently attending Acorn Integrated Nursery or Acorn Playgroup at closing date of applications.
4. The child's parent attended Acorn Integrated Primary School.
5. In the event of over-subscription children will be selected for admission on the basis of initial letter of surname (as entered on the birth certificate) in the order set out below:

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

This order was determined by a randomised selection of the letters of the alphabet. In the event of surnames beginning with the same initial letter, the subsequent letter of the surname as entered on the birth certificate will be used in alphabetical order. In the event of two identical surnames, the alphabetical order of the initials of the forenames as entered on the birth certificate will be used. In the event of forenames beginning with the same initial letter the subsequent letters of the forenames as entered on the birth certificate will be used in alphabetical order.

### 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

In the case of an unsuccessful application, the parent/guardian must indicate on the Acorn Integrated Primary Information Form whether or not they wish to remain on the Acorn Integrated Primary waiting list.

Our waiting list policy is as follows; should a vacancy arise after placement letters have been issued all applications for admission to P1 at Acorn Integrated Primary 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 Primary 1 class by this method.

### ADMISSION TO P2 –P7

The admissions criteria for Years 2-7 are available on application to the school office.

<b>Applications and Admissions to Primary 1</b>		
<b>Year</b>	<b>Total Applications</b>	<b>Total Admissions</b>
<b>2020/2021</b>	27	27
<b>2021/2022</b>	29	29
<b>2022/2023</b>	28	28