

EDUCATION AND LIBRARY BOARDS OF NORTHERN IRELAND
APPLICATION FOR ENROLMENT IN A CONTROLLED, MAINTAINED OR
INTEGRATED PRIMARY SCHOOL IN THE 2012/13 SCHOOL YEAR

Please read the Board's Information Booklet(s) before completing this form. Pay particular attention to the guidance overleaf on completing the form and the Admissions Criteria of the schools which you are nominating as preferences.

ONLY ONE APPLICATION FORM TO BE SUBMITTED IN RESPECT OF YOUR CHILD. PLEASE COMPLETE IN BLACK INK

SECTION A – THE CHILD

Surname* _____ Forename(s)* _____
 (* as recorded on birth certificate)

Child's date of birth _____ (BIRTH CERTIFICATE SHOULD BE ATTACHED TO THIS FORM)

Name(s) of parent(s) or guardian(s) Dr/Mr/Mrs/Miss/Ms _____

Child's home address _____

 _____ Postcode _____

Parent(s)/Guardian(s) Tel no: - Home _____ Mobile _____ Work _____

Is the above child currently enrolled in a pre-school setting or reception class? YES/NO

If 'YES' please state the name of pre-school setting or reception class in primary school: _____

FOR SCHOOL USE			
Form received by 1st preference Primary School			
Date	Time	Initials	<input type="checkbox"/>
Birth Certificate checked & attached			<input type="checkbox"/>
Compulsory School Age	<input type="checkbox"/>	Non-Compulsory School Age	<input type="checkbox"/>
Male	<input type="checkbox"/>	Female	<input type="checkbox"/>

SECTION B – PREFERRED SCHOOLS AND REASONS FOR CHOICE*

*Reasons for choice relate to published Admissions criteria (continue on a separate sheet if necessary).

Before completing this Section you should read the published Admissions Criteria very carefully.

Please list below, in order of preference, at least THREE primary schools which you would wish your child to be considered for admission. Please give any other information relevant to your child's admission in relation to the Admissions Criteria of the schools listed eg nearest school to child's home, living in parish, eldest child. If you are applying to an Integrated Primary School you may wish to state your child's **religious tradition** as this is important to the school.

Preferred Schools	Are there brothers/sisters currently attending? PLEASE TICK	FOR BOARD USE	
		Selected	Not Selected
1 _____ *Reasons for choice _____	YES <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2 _____ *Reasons for choice _____	YES <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3 _____ *Reasons for choice _____	YES <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

PLEASE READ THE ADMISSIONS CRITERIA FOR ALL SCHOOLS NAMED ABOVE AND LIST BELOW THE DOCUMENTS, IF ANY, WHICH YOU ARE ATTACHING TO THIS FORM.

Is your child being assessed for Special Educational Needs?

If you have further preferences please continue on a separate sheet and put the name of your child at the top. Please tick if further preferences are attached.

SECTION C – DECLARATION (to be signed by parent/guardian)

I hereby certify that:

- (a) I have read the published Admissions Criteria of the school(s) nominated above.
- (b) This is the **ONLY** application submitted for primary education in respect of the child named above (excluding Independent/Preparatory Schools).
- (c) The address which I have given is the child's home address and **NOT** the address of a child minder/another relative or a business address.
- (d) I understand that it is my responsibility to provide all relevant information on or attached to this application form.
- (e) The details I have given on this form are correct. I am aware that if a place is awarded on the basis of false information it may be withdrawn.

SIGNED _____ Parent/Guardian DATE _____

THIS FORM MUST BE RECEIVED BY THE FIRST PREFERENCE PRIMARY SCHOOL LISTED ABOVE NO LATER THAN 12 NOON ON WEDNESDAY 18 JANUARY 2012

DATA PROTECTION STATEMENT – The information on this form is required by the Board for the purpose of processing your application. The information is covered by the provisions of the Data Protection Act 1998. Your signature to the form is deemed to be an authorisation by you to allow the Board to process and retain the information for the purpose(s) stated.

NOTES OF GUIDANCE:

The following advice has been prepared to help you fill in this application form. You are also advised to read the Board's Information booklet on Primary Education. Copies are available from schools, the BELB's website www.belb.org.uk (click on parents & students, then school enrolment and choose the service we offer ie Primary School Booklet) and your local library. **Children born between 2 July 2007 and 1 July 2008 (inclusive) must commence primary education in September 2012.**

SECTION A – THE CHILD

You are asked to give information about the child whom you wish to have enrolled. **Child's Name** – You should ensure that the name recorded on the child's birth certificate is the name recorded on the application form, unless written consent from all persons with parental responsibility for the child or the leave of a court has been submitted to the Primary School, in accordance with The Children (NI) Order 1995. **Your child's birth certificate should be attached to this application form** along with any documentation requested in the published admissions criteria of the schools you are listing as your preferences. **The child's home address** should be the child's normal place of residence and not that of a child minder, another relative or a business address. **It is important that this includes the house number, road/street name and postcode.**

If your child is currently enrolled in a nursery school or unit, then you **must** complete an application form for entry into P1 in a Primary School. Children currently enrolled in the reception class in a primary school need not re-apply for entry into P1 for that particular school. If currently enrolled in a reception class but wishing to move to a different primary school, then in this case, you will need to re-apply for entry into P1 of that school. If in doubt about the position, you should consult the Principal of the school.

SECTION B – PREFERRED SCHOOLS AND REASONS FOR CHOICE

You are asked to state in order of preference schools which you would like your child to attend. You are strongly advised to give at least **three** preferences as your first preference school may not be able to offer a place to all of the children whose parents/guardians wish them to attend.

If a school is over-subscribed, the Board of Governors of the school will select those children who are to be admitted. How this will be done is described in the Booklet on Primary Education issued by the Board. Selection will be made by the strict application of the published Admissions Criteria drawn up by the Boards of Governors. Admissions Criteria will vary from school-to-school so it is important that you read this information very carefully. When completing your application form you should include all the information that will be necessary to assist the Board of Governors of your preferred schools with their selection of pupils. This information could include – brother/sister already attending; brother/sister did attend; eldest child; only child; other family connections; relation employed in school and any other relevant information such as medical condition etc. The application form also provides space for you to give reasons for your choice of school. This may be, for example, 'nearest suitable school' or 'I am a member of staff of this school'.

Note:- Additional sheets may be attached and you should put the name of your child at the top of each page.

SECTION C – DECLARATION

You should read this declaration very carefully and make sure you are complying with the statements made. It is particularly important that you have stated the correct HOME address for the child. **It is also important that only one application is submitted for each child.**

You should return the form, together with the child's birth certificate and any documentation as requested in the published admissions criteria of the school(s) you are listing, to your first preference school as soon as possible.

For those parents/guardians applying for a place in PRIMARY 1, the application form MUST BE RECEIVED BY YOUR FIRST PREFERENCE PRIMARY SCHOOL NO LATER THAN 12 NOON ON WEDNESDAY 18 JANUARY 2012.

Any application received after this date will be treated as a 'Late Application' and can only be considered if and when a vacancy occurs within the school.

DECISIONS

The school which has accepted your child will write to you on **Wednesday 18 April 2012** confirming admission arrangements. The ELB/ESA will write to the parents/guardians of compulsory school age children to seek further preferences for those children who have not been accepted by any of the schools listed on the application form.

If you require any further help in completing this form, you may contact the Principal of your first preference primary school or an Officer in the Transfer and Open Enrolment Section in the Board, telephone 028 9056 4080/4284.