

**Oakgrove Integrated Primary School**  
**Rectory Field**  
**19 Limavady Road**  
**Derry-Londonderry**  
**BT47 6JY**

**Grant Maintained Integrated**

**Enrolment No: 400**  
**Admissions No: 56**

**Tel No: 028 7134 9644**

**Web: [www.oakgroveschool.co.uk](http://www.oakgroveschool.co.uk)**

**Email: [info@oips.londerry.ni.sch.uk](mailto:info@oips.londerry.ni.sch.uk)**

**PRINCIPAL: Mrs Ashley Donaghey**

**CHAIR OF BOARD OF GOVERNORS: Mr Jonathan Gray**

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

The Board of Governors draws up the admissions criteria and delegates to a Selection Committee consisting of the Principal subject to the final approval of the Board of Governors. The admissions criteria will be reviewed annually by the Selection Committee. Any reference herein to the term the Board of Governors includes any Sub-Committee appointed by the Board of Governors for the purposes of applying the admissions criteria.

**Open Day:** 30<sup>th</sup> November 2023, 3.00-5.00pm

**Open Week:** 9<sup>th</sup>-12<sup>th</sup> January 2024 (please call to arrange a time to visit)

Oakgrove is a grant maintained integrated co-educational school that intentionally supports, protects, and advances an ethos of diversity, respect and understanding between those of different cultures and religious beliefs and of none, between those of different socio-economic backgrounds and between those of different abilities.

In the application of the admissions criteria set out below, the Board of Governors strives to maintain a balanced enrolment, with a minimum of 35% of pupils from the Protestant tradition, 35% from the Catholic tradition and 30% from all other religious groups, those of no religion and children of parents from a mixed relationship or marriage, (in accordance with the Statement of Principles of the Northern Ireland Council for Integrated Education) and will seek to reflect this in the total number admitted to the school in 2024.

The school will apply the sub criteria to each group (Protestant, Catholic, Other/Non-religious) in line with its aspiration to maintain a balance. In the event that there are insufficient applications from any group, additional places will be considered with those of the majority category of that year's applicants.

When considering which children should be selected for admission, the Board of Governors will only take into account information provided via:

1. Information supplied on the application form at the time of application or attached to the application form. Applicants must complete an online Education Authority Application for enrolment into Primary 1 ([www.eani.org.uk](http://www.eani.org.uk)).
2. Information supplied by the parents/carers on the Oakgrove Expression of Interest Form (EOI) for enrolment into Primary 1-7. The Oakgrove Expression of Interest Form (EOI) is available to download from the school website, or on request by email or post from the school office. This should be received by 31<sup>st</sup> January 2024 at 4pm.

It is necessary for all applicants to submit both forms. Parents/Carers should therefore ensure that religious affiliation and all information pertaining to their child and relevant to the school's admissions criteria is stated on the Application/EOI Form. Examples of such information include (whether the child is the first child/has brothers/half-brothers or sisters/half-sisters attending the school etc).

During the admissions procedure when applying the criteria punctual applications will be considered before late applications are considered. The application procedure opens on 9 January 2024 at 12noon (GMT) and an application submitted by the closing date of 26 January 2024 at 12noon (GMT) will be treated as a punctual application. An application received after 12noon (GMT) on 26 January 2024 and up to 4 pm on 31 January 2024 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 2024 no applications will be processed until after the close of procedure on 25 April 2024.

Priority will be given to 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 2023 as defined by the new School Age (NI) Act (both groups to be treated equally).

In accordance with the 1997 Education Northern Ireland Order (Section 16 (4)), 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.

In the event of the number of applications for places in Primary 1 being greater than the admissions number, then the Board of Governors will apply the following criteria in the order set out below:-

- 1 Children who, at the date of application, have a brother/half brother or sister/half-sister including those fostered or adopted or children living under a residency order in a family where other children of the family are currently enrolled at the school or who have attended the school.
- 2 Children who are presently enrolled at Oakgrove Integrated Nursery Unit.
- 3 Children who, in the opinion of the Board of Governors, have special circumstances, (ie attendance at Oakgrove Nursery Class and/are from a mixed cultural/religious background or they or their parent have a serious medical condition *e.g. pupil whose parent is diagnosed with a serious illness, a pupil with a serious illness, a Looked After Child, twins, pupil with parent deceased – medical advice will be sought.*)
- 4 Other children.

In the event of over-subscription in the last sub-criterion which can be applied then children will be selected for admission on the basis of initial letter (s) of surname (as entered on Birth Certificate) in the order set out below:

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

The order was determined by a random selection of letters. In the event of surnames beginning with the same initial letter the subsequent letters of the surnames will be used in alphabetical order as per the birth certificate. In the event of two identical surnames the alphabetical order of the initials of the forenames as per the birth certificate will be used. In the event of a tie-breaker, children will be selected in chronological order of their age, oldest 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 applicant's Transfer/Application Form. 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. Documentation submitted in support of your application should be provided directly to the school of first preference.

At the time of the online application, you will be required to upload a copy of:

- 1) Your child's birth certificate
- 2) Proof of address (such as one of the following; utility bill, bank or building society statement, child's medical card).

## **WAITING LIST POLICY**

Should a vacancy arise after 1 September 2024 all applications for admission to Year 1 that were initially refused, new 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 2025. Your child's name will be automatically added to the waiting list. Please contact the school if you wish for your child's name to be removed from the list.

## **YEAR 1 ADMISSIONS – AFTER THE BEGINNING OF THE SCHOOL YEAR**

Children who apply to enter the school during the academic year will be considered using the same criteria as for Year 1.

## **ADMISSIONS CRITERIA – YEARS 2-7**

The Board of Governors has determined that the following Criteria will be applied for applicants to Years 2-7 subject to the proviso that the enrolment number will not be exceeded. In the application of these Admissions Criteria the Board of Governors will maintain a reasonable balance of Protestants, Catholics and others, as outlined in the Northern Ireland Council for Integrated Education's Statement of Principles. (See Year 1 Admission Criteria).

- 1 A pupil will be admitted provided that his/her admission does not, in the opinion of the Board of Governors, prejudice the provision of the efficient use of the school's resources.
- 2 A pupil will be admitted provided that his/her admission does not, in the opinion of the Board of Governors, prejudice the provision of efficient education in the school.
- 3 A pupil will be admitted provided that his/her admission does not prejudice the whole school balance as set out in the Statement of Principles.
- 4 A pupil will be admitted provided that his/her admission does not prejudice the balance within the class.

In the event of there being places available, selection will be based on the Year 1 Admissions Sub-Criteria.

| <b>Applications and Admissions to Primary 1</b> |                           |                         |
|---|---------------------------|-------------------------|
| <b>Year</b>                                     | <b>Total Applications</b> | <b>Total Admissions</b> |
| <b>2021/2022</b>                                | <b>42</b>                 | <b>42</b>               |
| <b>2022/2023</b>                                | <b>44</b>                 | <b>47</b>               |
| <b>2023/2024</b>                                | <b>56</b>                 | <b>56</b>               |