



WESTERN EDUCATION & LIBRARY BOARD

APPLICATION FOR ADMISSION TO A PRIMARY / SECONDARY / GRAMMAR SCHOOL OTHER THAN YEARS 1 & 8 (see Guidance Notes overleaf)

CHILD'S SURNAME _____ FORENAME(S) _____

DATE OF BIRTH _____ TEL NO (HOME) _____ (WORK) _____ (MOBILE) _____

PRESENT HOME ADDRESS OF CHILD _____

_____ POST CODE _____

CHANGE OF ADDRESS OF CHILD (if different from above) _____

_____ POST CODE _____

DATE OF CHANGE OF ADDRESS (if applicable) _____

NAME OF PARENT or GUARDIAN _____

SCHOOL CURRENTLY ATTENDED _____ YEAR GROUP _____

If not attending a school at present give the name of the school previously attended

_____ and the date of last attendance _____

REASON FOR LEAVING / WISHING TO LEAVE _____

CURRENT YEAR GROUP _____

IS YOUR CHILD STATEMENTED YES NO or IN THE PROCESS OF BEING STATEMENTED?

(Please ✓)

SEEKING ADMISSION TO _____ SCHOOL / COLLEGE *

YEAR GROUP _____

- With effect from (please ✓ box(es)) As soon as possible
- Start of next term ie _____
- Start of next school year ie _____

Reasons for nominating this school eg parent previously attended the school, nearest controlled school, nearest maintained school, nearest integrated school, sibling at school, special circumstances etc. *It is important that all relevant information is given below.* **Additional information in support of your application should be securely attached to this form.**

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 _____

NOTE TO PARENT – THIS FORM SHOULD BE RETURNED TO THE SCHOOL NAMED ABOVE *
NOTE TO RECEIVING SCHOOL – A COPY OF THIS FORM AND LETTER OF ACCEPTANCE/NON ACCEPTANCE BY THE SCHOOL TO THE PARENT/GUARDIAN, **MUST** BE FORWARDED TO THE WELB TRANSFER & OPEN ENROLMENT SECTION FOR UPDATING THE BOARD'S RECORDS.

PLEASE TURN OVER

WESTERN EDUCATION & LIBRARY BOARD

GUIDANCE NOTES ON COMPLETION OF FORM AP1 (Please read these notes carefully before completing this form.)

Apart from a change of residence or expulsion, a pupil should **NOT** leave one school **BEFORE** a place is secured in another school. There are very strict rules in relation to assistance with transport. Details are available from the Transport Section of the Western Education and Library Board -

Omagh: Telephone 028 8224 9978
Enniskillen: Telephone 028 6634 3900
Londonderry: Telephone 028 7127 2300

- 1 Any reference to "Parent" may be taken to include any person who holds parental responsibility for the child as defined in The Children (Northern Ireland) Order 1995.
- 2 Parents are advised to:
 - (i) read the school's Admissions Criteria carefully before making application. Copies are available from each school/Board;
 - (ii) consult the Principal of their child's present school and the Principal of the school to which they are making application;
 - (iii) ensure that all information relevant to the school to which they are applying is attached to the application form;
 - (iv) if making an application for a place in a grammar school, parents should securely attach to this form, any school reports, public examination results, or other reports in support of their child's application;
 - (v) if applying to a secondary (non-grammar) school relevant information relating to the admission should be attached; and
 - (vi) take/post the application form to the school to which they are applying.
- 3 Decisions regarding the admission of pupils to a school are a matter for the Board of Governors of the school. It is they who determine the Admissions Criteria for the school and who will apply them if necessary.
- 4 The Principal, on behalf of the Board of Governors of the school, will inform you in writing of its decision and, if appropriate, of any complaint/appeal procedure.
- 5 The legislation currently in place (The Education (Northern Ireland) Order 1997) provides an opportunity for parents to state their preference or preferences as to which school(s) they wish their child(ren) to attend. Schools must conform with these preferences unless one of the following applies:
 - (i) the admissions number set for a particular year group would be exceeded by the admission of the child;
 - (ii) the enrolment number set for the school as a whole would be exceeded by the admission of the child;
 - (iii) the admission of the child would be prejudicial to the efficient use of resources (*does not apply to admission to Year 1 or Year 8*);
 - (iv) in the case of an application for admission to a grammar school, the academic ability of the child is not of a standard equivalent to that of the pupils with whom he/she would be taught;
 - (v) for admission to Years 13/14 (Sixth Form) the pupil's achievements are not considered adequate for the courses to be followed. Often this relates to the results achieved in public examinations; or
 - (vi) there are insufficient places available to admit all the children for whom places are sought. In this situation the school's Admissions Criteria will be applied to identify the children who will be admitted as they best satisfy the criteria. The admissions and enrolment numbers reflect the level of accommodation available at the school and are set by the Department of Education.