

SOUTH EASTERN EDUCATION
AND LIBRARY BOARD

APPLICATION FOR ADMISSION TO A PRIMARY/SECONDARY SCHOOL OTHER THAN YEARS 1 AND 8

CHILD'S SURNAME: _____

DATE OF BIRTH: _____

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FORENAME'S: _____

DAYTIME TEL NO: _____

PRESENT HOME ADDRESS OF CHILD: _____

POST CODE _____

CHANGE OF ADDRESS OF APPLICANT (if different from above): _____

POST CODE _____

DATE OF CHANGE OF ADDRESS (if applicable): _____

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SCHOOL CURRENTLY ATTENDING _____

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

and the date of last attendance: _____

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REASON FOR LEAVING/WISHING TO LEAVE _____

CURRENT YEAR GROUP:

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SEEKING ADMISSION TO: _____

School/College

With effect from:
year

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As soon as possible

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Start of next term

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Start of new school

(please tick box(es))

Reason for nominating this school eg. Parent 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.

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: _____

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Please Print Name: _____

This form should be returned to the School. You will normally be advised of the school's decision by the 11th working day after receipt of the application.



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NOTES FOR GUIDANCE IN COMPLETION OF FORM AP1

Apart from a change of residence or expulsion, a child 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 South Eastern Education and Library Board.

1. Any reference to "Parent" may be taken to include any person who holds parental responsibility for the child as defined in the The Children (Northern Ireland) Order 1995.
2. Parents are advised to:
 - i. read the school's admissions criteria carefully. 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; and
 - iii. ensure that all information relevant to the school to which they are applying is attached to the application form.
3. The Principal, on behalf of the Board of Governors of the school, will inform you of its decision.
4. 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. 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.
 - v. 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.

If you consider the school has not acted reasonably in refusing your child admission and you wish to register a complaint you should write to:

**School Access Team
Department of Education
Rathgael House
Balloo Road
Bangor
BT19 7PR**

Your letter must be received within 10 working days of the date on the letter from the principal of the school which indicated the decision.