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| **VICTORIA COLLEGE BELFAST** | **Preparatory Department** |
| Cranmore Park | **Non-Denominational Girls’**  |
| Belfast |  **Preparatory and Pre-School** |
| BT9 6JA |  |
| **Telephone No:** 028 9066 1506 | **Age Range:** 3-11 |
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| **Web-site:** www.victoriacollege.org.uk |  |
| **Principal:** Mrs K Quinn BSC PGCE PQH**Head Of Preparatory Department**: Mrs K Hrabovsky MEd BEd (Hons) PQH(NI) |  |
| **Chair of Board of Governors:** Mrs W Blundell OBE |  |

**POLICY FOR ADMISSIONS**

**ADMISSIONS CRITERIA FOR ENTRY OF PUPILS TO PRIMARY 1 IN SEPTEMBER 2023**

1. **Definitions**

***Applicant***means the parent or guardian who completes and submits the Application on behalf of the Candidate.

***Parent*** means a person who at the date of application has legal responsibility for the Candidate.

***Candidate*** means the child identified on the Application as seeking to gain admission to the Preparatory Department.

***Child of the Family*** means

* A child born to a married couple or to a couple in a civil partnership;
* A child born to a co-habiting couple;
* A child born to a single parent;
* A child of either/any of those people by a previous marriage, civil partnership or relationship;
* A child living with a couple who has been treated as a “child of the family” whether there is a marriage or a civil partnership or not;
* A child living with an individual, who has been treated as a “child of the family”;
* An adopted or fostered child;
* A situation where for example an orphaned cousin is being brought up with a family or individual;

The child should be a child of the family as at the date of application.

***Eldest Child of the Family*** will be interpreted in accordance with the provisions set out in paragraphs 3 to 5 of Annex 2 of DE Circular 2016/17, *Open Enrolment in Primary Schools*. Eldest Child of the Family will include the eldest or only girl in a family and eldest sibling twins (or other multiples) will be regarded as joint eldest. The Eldest Child of the Family will also apply in circumstances where a family has not had the opportunity to enrol an elder daughter in the College, such as in cases where the elder daughter has already completed their post-primary education, the elder daughter could not attend mainstream school (for example, they attend a special school), or where a family has relocated to Northern Ireland and the elder daughter attended post-primary school outside of Northern Ireland.

***Victoria College*** will be deemed to include Richmond Lodge School.

1. **Admissions Criteria**

The number of places available in Prep 1 is currently 26 places. The cut-off for admission will therefore be the 26th place. Pupils entering Prep 1 should be of compulsory school age (that is, they should have

reached the age of four years before 2 July in the year in which they will enter Prep 1).

In the event of there being more Candidates than places available the criteria outlined below will be applied in the order stated**:**

1. Candidates who, at the date of application, are enrolled in the Pre-School of the Preparatory Department;
2. Candidates who, at the date of application, have a Child of the Family currently enrolled in the Preparatory Department;
3. Candidates who, at the date of application, have had a Child of the Family previously enrolled in the Preparatory Department;
4. Candidates who, at the date of application, are the Eldest Child of the Family eligible for admission in September 2023;
5. Candidates who, at the date of application, have another Child of the Family accepted for the College for the forthcoming academic year;
6. Candidates who, at the date of application, have another Child of the Family attending any other single sex school;
7. Mother of candidate attended Victoria College.

Following the application of all of the above criteria, should more than one candidate tie for the remaining place(s), the following tie breaker will be used. For the avoidance of doubt, this is to be used as an ultimate criterion after application of the above criteria and not in the event of oversubscription in any one main criterion.

**Tie-Breaker:** Account will be taken of the date of receipt of the initial formal written application to Pre-School with the earliest application received given preference.

**3.** **Duty to Verify**

The Preparatory Department will seek verification of sub-criterion 2.(iv) above (Eldest Child of the Family) by means of a verification letter. The verification letter must state that the Candidate is the Eldest Child of the Family eligible to attend the College and it must be written on headed notepaper and signed by a primary school principal, a medical practitioner, a solicitor, a member of the clergy, a police officer or an elected representative. The verifier must not be a member of the family of the Candidate and they must have known the Candidate for at least two years.

The College will seek verification of sub-criterion 2.3(vi) above (single sex school) by means of a verification letter. The verification letter must state that the Child of the Family attends any other single sex post-primary school and it must be written on headed notepaper and signed by a school principal, a medical practitioner, a solicitor, a member of the clergy, a police officer or an elected representative. The verifier must not be a member of the family of the Candidate and they must have known the Candidate for at least two years.

Furthermore, the Board of Governors reserves the right to require such supplementary evidence as it may deem necessary at its absolute discretion to support or verify any information provided.

If the requested evidence is not provided by the deadline stated, this will result in the withdrawal of an offer of a place. Equally, if information is supplied that appears to be false or misleading in any material way, the offer of a place will also be withdrawn.

**ADMISSIONS CRITERIA FOR ENTRY OF PUPILS TO PRIMARY 2-7**

Prospective pupils will be invited to meet with the Head of the Preparatory School.

1. Prospective pupils should normally be of the appropriate age for the class which they propose to enter.

2. When prospective pupils are being considered for admission to any of these classes, the following criteria will apply:

(i) Strong connection with the school, applied in the order for P1 entry as in 2(a) (i)-(iv) above.

(ii) Date of receipt of initial application form.

3. As an exception to criterion 2(ii) special consideration may be given to a late application which is the result of an unforeseen change in family circumstances.

Admission to the Preparatory Department will be governed by the availability of places within that year group and the College’s planned allocation and usage of staff, accommodation and other resources.

A deposit of £500.00 is required to reserve a place within the Preparatory School. If a place is offered to an applicant, this deposit would be non-refundable.