



# *Shimna Integrated College*

## *ENROLMENT FORM YEARS 9 TO 12*

*PLEASE COMPLETE IN BLOCK CAPITALS*

***CONFIDENTIAL***

**Child's Family Name:**

**Gender:**

**First Name(s):**

**Date of Birth:**

**Name(s) of Parent(s)/Guardian(s):**

**Address:**

**Mother:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Father:**

\_\_\_\_\_

**Postcode:** \_\_\_\_\_

**Telephone No:** \_\_\_\_\_

**Religious Denomination/Cultural background:**

**Mother:** \_\_\_\_\_ **Father:** \_\_\_\_\_

**Child:** \_\_\_\_\_

**Name and Address of Current School:** \_\_\_\_\_

**Current Year Group** \_\_\_\_\_

**Reason for leaving** \_\_\_\_\_

**Name & address of any previous second level school (s)** \_\_\_\_\_

**Religious Studies** at Shimna helps students explore the beliefs and practices of their own tradition, as well as those of their classmates.

If you have any special concern or query about provision, please note below.

I/We wish my/our child to be placed on the waiting list for admission to year/form \_\_\_\_ in Shimna Integrated College for the academic year 20...../20.....

**Signature of parent(s)/guardian(s):**

---

**Date:** \_\_\_\_\_

**Note:** It is essential that parents also complete the official Education and Library Board's form AP1.

**For Office Use**

**Date Received:**

**Year of Entry:**

Please send completed forms to:

**The Office Manager  
Shimna Integrated College  
The Lawnfield  
King Street  
Newcastle  
Co Down  
BT33 0HD**

**Telephone: 028 4372 6107**

**Fax: 028 4372 6109**



**SOUTH EASTERN EDUCATION  
AND LIBRARY BOARD**

**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 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. 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.
- 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.

**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:**

**Open Enrolment and Transfer Procedure Branch  
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.**

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

**CHILD'S SURNAME:** \_\_\_\_\_ **DATE OF BIRTH:** \_\_\_\_\_

**FORENAME(S):** \_\_\_\_\_ **DAYTIME TEL NUMBER:** \_\_\_\_\_

**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):** \_\_\_\_\_

**SCHOOL CURRENTLY ATTENDING:** \_\_\_\_\_

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:** \_\_\_\_\_

**SEEKING ADMISSION TO:**

\_\_\_\_\_ **SCHOOL/COLLEGE**

- With effect from:**  
*(please tick box(es))*
- As soon as possible**
  - Start of next term**
  - Start of next school year**

Reasons for nominating this school eg. parent previously attended the school, nearest controlled school, nearest maintained school, nearest integrated school, sibling at school, academic evidence (grammar school only), 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:** \_\_\_\_\_  
Please print name \_\_\_\_\_

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