



SULLIVAN UPPER SCHOOL

Application for Preparatory Department

Year applied for: Prep _____ Year: _____

Current School (applicants for P2-P7 only): _____

Name of child: _____

Date of Birth: _____ Present Age: _____

Address in full: _____

Mother's Name: _____ Occupation: _____

Mother's maiden name: _____

Telephone numbers: (Home) _____ (Business) _____
(Mobile) _____ (Email) _____

Father's name: _____ Occupation: _____

Telephone numbers: (Home) _____ (Business) _____
(Mobile) _____ (Email) _____

ADMISSIONS CRITERIA:

1. Brother and/or sister currently enrolled in the Preparatory Dept. Yes/No
If yes, please give details _____
2. Brother and/or sister currently enrolled in the Grammar School Yes/No
If yes, please give details _____
3. Have had brother and/or sister enrolled in the Preparatory Dept. Yes/No
If yes, please give details _____
4. Have had brother and/or sister enrolled in the Grammar School Yes/No
If yes, please give details _____
5. Mother/father previously a pupil in Prep. Dept. Yes/No
If yes, please give details (include dates) _____
6. Mother/father previously a pupil of Grammar School Yes/No
If yes, please give details (include dates) _____
7. Mother/father a member of staff of Sullivan Upper School Yes/No
If yes, please give details _____
8. Proximity of residence to the school by road _____ miles

Any other relevant information: _____

Signed: _____ (Parent) Date _____

For office use only:

Received

Entered

Acknowledged

Interviewed

House

Birth Cert. rec'd.



SULLIVAN UPPER SCHOOL

CRITERIA FOR ADMISSION TO THE PREPARATORY DEPARTMENT

A. CRITERIA FOR ADMISSION TO PREP. 1

1. All duly completed applications will be considered on behalf of children of the appropriate age, provided the school's application form is received **on or before 3.00 p.m. on the 30th September in the year immediately preceding the proposed admission.**
2. The normal admissions number for Prep. 1 will be 26. However, as applications for places usually exceed the number of places available, places will be offered on application of the following criteria which will be applied in the order listed:
 - (i) pupils who have a brother or a sister currently enrolled in the Preparatory Department of Sullivan Upper School
 - (ii) pupils who have a brother or a sister currently enrolled in the Grammar School of Sullivan Upper
 - (iii) pupils who have had a brother or a sister enrolled in the Preparatory Department of Sullivan Upper School
 - (iv) pupils who have had a brother or sister enrolled in the Grammar School of Sullivan Upper
 - (v) pupils whose father and/or mother was previously a pupil in the Preparatory Department of Sullivan Upper School
 - (vi) pupils whose father and/or mother was previously a pupil in the Grammar School of Sullivan Upper
 - (vii) pupils whose father and/or mother is currently a permanent member of staff of Sullivan Upper School
 - (viii) distance from house to main gates of school building entrance (Alexandra Park)

3. If following the application of the above criteria in order there comes a point when there are more pupils who meet a particular criterion than there are places available, then reference will be made to the subsequent criterion in order to make a distinction.
4. If following this there are still more pupils who meet the criteria than there are places available, then places will be offered to those applicants whose normal place of residence is located nearest to the front entrance of Dromkeen House, as measured by the most direct route by road.
5. Applications received after the closing date may only be considered in circumstances in which the number of application forms received on or before the set date is less than the admission number for Prep. 1. In such circumstances the criteria will be applied to late applications as set out in this document by date of receipt but only after places have been allocated to those applications received by the closing date.

B. CRITERIA FOR ADMISSION TO OTHER YEARS

1. The Board of Governors will determine the enrolment number of classes from Prep. 2 to Prep. 7.
2. From time to time it may be possible to admit applicants to some of these classes, either at the start of the school year or, in exceptional circumstances, during the year.
3. In these cases written applications will be considered at the appropriate time and by date of receipt. If a place or places are available, the criteria set out in section A will be used when the number of applicants exceeds the number of places, to determine who, if any, of the applicants is awarded a place.

Numbers are normally capped in P1 and P2 at 26 and in P3 to P7 classes at 28.

Non-refundable Deposit – Once a Place is Offered

Any sum paid by way of a **“deposit will be non-refundable”** if your child does not take up the place offered by the School once it has been accepted and the deposit will be treated as liquidated damages for all costs, expenses and losses incurred by the School arising out of the withdrawal. Any such withdrawal will only be accepted by the School in writing and must be delivered to the School by letter. Please see our Fees Policy on the School website <http://sullivanprep.weebly.com>

As part of our **“duty to verify”** process, applicants should note that where an address contained within an application qualifies it for admission, then that address will be verified. To enable the Board of Governors to verify addresses, all applicants should provide **any two of the following four documents:**

- a bank or building society statement which shows the address at which the child is resident;
- a utility bill (for instance electricity, gas, Television Licence, telephone) which shows the address at which the child is resident;
- a letter awarding Child Benefit to the child or another letter relating to this benefit;
- the child's Medical Card.

This information would be required at interview stage.

Mrs Wendy Ballard
Head of Prep