



St Paul's High School  
Bessbrook  
Ardscoil Naomh Pól  
An Sruthán

YEAR 8 ADMISSIONS: 2025

# SUPPLEMENTARY INFORMATION FORM

## Name of Applicant:

Please use BLOCK CAPITALS) .....

### Information for parents and guardians

- This form has been designed to supplement the online Admissions Application which should have been made available to you or directly from the Education Authority portal.
- This form **does not replace** the EA Admissions Application. Please ensure that you have completed the Admissions Application Form fully before you complete this form. This can then be uploaded to the EA portal.
- This form is designed to allow you to provide supplementary information which should help the Board of Governors of St Paul's High School to accurately assess your child's eligibility for admission, based on the Board of Governors' published Admissions Criteria. You can read the current Admissions Criteria for St Paul's High School at [www.stpaulsbessbrook.org/admissions](http://www.stpaulsbessbrook.org/admissions).

If you require any help or guidance in completing this supplementary information form, please contact the school at **(028) 3083 0309** or at [admissions@stpaulsbessbrook.org](mailto:admissions@stpaulsbessbrook.org)

**WHEN COMPLETED, THIS FORM AND ACCOMPANYING VERIFICATION DOCUMENTATION SHOULD BE UPLOADED TO THE EA ADMISSIONS PORTAL NO LATER THAN 20 FEBRUARY 2025 AT 12 NOON.**

### PART A: Please read this form carefully and complete all of the relevant sections.

1. Your child's full name.																			
2. The full address at which your child is currently resident.																			
3. How long (in years and months) have you lived at the address above?																			
4. If you lived at a different address when a sibling of your child was transferring to post-primary education, please detail the full address here.																			
5. The current parish in which your child is resident. (Please ✓)	<table border="1"> <tr><td>Parish of Lower Killeavy</td><td><input type="checkbox"/></td></tr> <tr><td>Parish of Upper Killeavy</td><td><input type="checkbox"/></td></tr> <tr><td>Parish of Dromintee</td><td><input type="checkbox"/></td></tr> <tr><td>Parish of Loughilly</td><td><input type="checkbox"/></td></tr> <tr><td>Parish of Lower Creggan<sup>1</sup></td><td><input type="checkbox"/></td></tr> <tr><td>Parish of Ballymacnab<sup>2</sup></td><td><input type="checkbox"/></td></tr> <tr><td>Parish of Newry<sup>3</sup></td><td><input type="checkbox"/></td></tr> <tr><td>Parish of Middle Killeavy</td><td><input type="checkbox"/></td></tr> <tr><td>Other parish (please detail)</td><td><input type="text"/></td></tr> </table>	Parish of Lower Killeavy	<input type="checkbox"/>	Parish of Upper Killeavy	<input type="checkbox"/>	Parish of Dromintee	<input type="checkbox"/>	Parish of Loughilly	<input type="checkbox"/>	Parish of Lower Creggan <sup>1</sup>	<input type="checkbox"/>	Parish of Ballymacnab <sup>2</sup>	<input type="checkbox"/>	Parish of Newry <sup>3</sup>	<input type="checkbox"/>	Parish of Middle Killeavy	<input type="checkbox"/>	Other parish (please detail)	<input type="text"/>
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Parish of Middle Killeavy	<input type="checkbox"/>																		
Other parish (please detail)	<input type="text"/>																		
6. Are you full time member of staff of St Paul's High School?	YES / NO (Please circle)																		

<sup>1</sup> Newtownhamilton part of Lower Creggan Parish that traditionally contributes to St Paul's High School'

<sup>2</sup> Cladybeg and Ballylane parts of Ballymacnab Parish, that traditionally contribute to St Paul's High School'

<sup>3</sup> 'Those pupils who normally reside in the part of the parish of Newry that lies west of the railway line between Kidd's Road and both sides of the A25 Camlough Road.'

For office use only			
A		1	
B		2	
C		3	
		4	

Scrutiny			
P / VP		Date	
Governor		Date	

Verification			
Address 1		GP	
Address 2		Clergy	
Signature differs?		Solicitor	
		Education	
Query Note			



# SUPPLEMENTARY INFORMATION FORM

## PART B:

This section will help us identify your family circumstances. Please state which of the following is true (only tick one box).

		Tick (✓)	Additional supporting information
1	My child has siblings <b>who currently attend</b> St Paul's High School.		Please list the names and current classes of your child's siblings.
2	My child has siblings <b>who previously attended</b> St Paul's High School.		Please list the names, years of attendance and last form classes (if known) of your child's siblings.
3	My child is an only child or is the eldest or first-eligible child of the family to transfer to post-primary school		
4	Other siblings of my child attend another post-primary school.		

If you ticked Options 1 or 2 above, you are **not required** to complete Part C. You should complete and attach the verification documentation required at Part D, and complete the declaration at Part E.

If you ticked Options 3 or 4 above, please complete Part C, then complete and attach the verification documentation required at Part D, and complete the declaration at Part E.

**PART C:** Parents who have ticked Option 3 or 4 in Part B are required to have third-party certification of their child's eligibility. The Board of Governors will accept certification from a member of the clergy, a solicitor or public servant (such as a health or education professional directly involved with the family).

*Certification of applicant's eligibility by parochial / legal / medical / educational professional.*

I .....confirm that the applicant and his/her family is known to me, and that all of the information contained in this supplementary information form is true to the best of my professional or pastoral knowledge.

Signed: ..... Position: .....

Date: .....



Official Stamp

## PART D: VERIFICATION OF INFORMATION CONTAINED ON THIS FORM.

In addition to the requirements set out above at Part C, **all applicants** are required to provide **TWO** of the following forms of documentation to verify address, and these should be attached to this Supplementary Information Form.

- a bank or building society statement which shows the address at which the child is resident. The statement must be in the name of the parent/guardian with whom the child resides. This documentation must be current, i.e. has a date no earlier than 1 November 2024.
- a utility bill (for instance electricity, land and property services/rates bill, telephone bill, but not a mobile phone bill) which shows the address at which the child is resident. The bill must be in the name of the parent/guardian with whom the child resides. **(Please note: an oil bill, a gas bill, or a TV license statement is not acceptable.)** This documentation must be current, i.e. has a date no earlier than 1 November 2024.
- a letter awarding Child Benefit to the child or another letter relating to this benefit. This documentation must have a date no earlier than 1 April 2024.

**Please note:** In the event where the parent/guardian surname as signed at the bottom of the Transfer Form differs from the surname of the child, **one** of the two forms of identification must place the child at the address named on the form.

You are free to delete details of a personal nature from telephone bills and bank statements, but the name and address must not be tampered in any way.

## PART E: DECLARATION BY PARENT/GUARDIAN

I declare that the information detailed on this supplementary information form is true and accurate. I understand and accept that if it is proven that I have given false information on this form that my child's place will be withdrawn.

Signed ..... (Parent/Guardian)

Date: .....