

Ballyclare Primary School

Controlled Primary

Doagh Road

Ballyclare

BT39 9BJ

Enrolment Number: 572

Admissions Number: 82

Telephone No: (028) 9332 2389

Email: kmulligan818@c2kni.net

Website: www.ballyclareps.co.uk

PRINCIPAL: Mrs K Mulligan BEd (Hons), MEd. P.Q.H.

CHAIR OF BOARD OF GOVERNORS: Dr ET Kirkland

Closing date – 26th January 2024 – 12.00 noon

RESPECTIVE FUNCTIONS OF THE BOARD OF GOVERNORS AND PRINCIPAL IN RELATION TO ADMISSIONS

The full Board of Governors draws up and approves the Admissions Criteria and delegates to a Sub-Committee of the Board of Governors and Staff Management Team, the responsibility for approving all admissions.

When considering which children should be selected for admission, the Board of Governors will only take into account information which is detailed on the application or provided directly to the school. Parents/Guardians should therefore ensure that all information pertaining to their child and relevant to the school's admissions criteria is stated on the application or provided directly to the first preference school. Examples of such information include whether the child has brothers/sisters attending the school, or is the eldest child in the family.

Open Morning – 8th December 2023 (9.15am – 11.15am). Please contact the school office (02893322389) to book onto our live open morning tours. Please check out our **School Video** on our School Website also: [Ballyclare Primary School Website](http://www.ballyclareps.co.uk)

ADMISSIONS CRITERIA

During the admissions procedure when applying the criteria punctual applications will be considered before late applications are considered. The application procedure opens on 9 January 2024 at 12noon (GMT) and an application submitted by the closing date of 26 January 2024 at 12noon (GMT) will be treated as a punctual application. An application received after 12noon (GMT) on 26 January 2024 and up to 4 pm on 31 January 2024 will be treated as a late application, this is also the last date and time for processing a change of preference in exceptional circumstances. After 4 pm on 31 January 2024 no applications will be processed until after the close of procedure on 25 April 2024.

Priority will be given to children who will have attained compulsory school age at the time of their proposed admission, including those children whose parents deferred their admission to primary school in September 2023 as defined by the new School Age (NI) Act (both groups to be treated equally).

In selecting children for admission children resident in Northern Ireland at the time of their proposed admission will be selected for admission before any child not so resident, may be selected for admission.

In the event of the school being oversubscribed the Board of Governors will apply the following criteria. The criteria are listed in order of priority.

1. Children who will have an older sibling* living at the same residence enrolled at Ballyclare Primary School at the time of their proposed admission.
2. Children whose parent is an employee at Ballyclare Primary School at the time of their proposed admission.
3. Children whose older sibling* living at the same residence previously attended Ballyclare Primary School (minimum 1 year attendance). Verification will be sought.
4. Children whose parent/legal guardian previously attended Ballyclare Primary School. Verification will be sought.

Admissions criteria for entry September 2024

- Children who live nearest to the school as decided by a straight line digital measurement using the post code address of their normal residence to the postcode address of Ballyclare Primary School. Ballyclare Primary School will use the Northern Ireland portal for Geographical Information (GI) decision making tool, Spatial N.I., to determine distances.
- Date of birth with preference being given to the eldest child, determined by date-of-birth as entered on a birth certificate.

*Sibling includes brother/sister/half brother/half sister/step brother/step sister/foster brother/foster sister.

DUTY TO VERIFY

The Board of Governors reserves the right to require such supplementary evidence as it may determine to support or verify information on any application.

The provision of false or incorrect information or the failure to provide information within the deadlines set by primary schools can result in the withdrawal of a place and the inability to offer a place on the part of any school nominated on the applicant's application.

WAITING LIST POLICY

The school's policy on the consideration of application after the Open Enrolment Admissions procedure concludes, is available directly from the school.

ADMISSION TO P2 – P7

Pupils to be admitted to P2-7 provided:

- Our school will not exceed its enrolment number as determined by the Department of Education;
- The class size of 30 pupils for Years 2-4 as determined by the Department of Education will not be exceeded; and
- Acceptance will not prejudice the efficient use of resources or the education of other pupils enrolled.
- The same admissions criteria will be applied as for admission to P1.

Applications and Admissions to Primary 1		
Year	Total Applications	Total Admissions
2021/2022	70	68
2022/2023	68	68
2023/2024	69	69