

Knockbreda Primary School  
Wynchurch Road  
Belfast  
BT6 0JJ

Controlled Primary School

Enrolment No: 210

Admission No: 30

Telephone No: 028 9040 1871

Email: nsayers598@c2kni.net

Principal: Mrs N Sayers BEd (Hons), MEd, PQH(NI)

Chair of Board of Governors: Wilma Chrusciak

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### ***Respective Functions of the Board of Governors***

The Board of Governors draws up the admissions criteria and delegates to an Admissions Sub-Committee, which includes the Principal, the responsibility for applying these criteria.

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

We will hold an open evening for prospective Primary One parents and pupils this year on Monday 20<sup>th</sup> November between 6.00pm – 8.00pm. Parents will have the opportunity to explore the quality education that we offer here and meet some of our school community. The school will be open for prospective parents to view at their leisure.

### ***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.

### ***Year 1 Intake***

Only children of compulsory school age will be considered for admission.

‘Compulsory school age’ will also now include those children who deferred commencing Primary 1 in September 2023 within the date of birth parameters as set out in the School age bill as follows:-

*Children born on or between 1 April 2019 and 1 July 2019. Any child who was born before 1 April 2019 but who was due to be born on or after 1 April 2019 if born at term.*

**NB: Both ‘deferred September 2023’ and ‘compulsory school age children September 2024’ are to be considered equally.**

Should the school become over-subscribed, the Board of Governors will admit pupils in accordance with the following criteria in the order stated.

### ***Preference will be given to: -***

- 1 Children with a brother or sister (including half-brothers, half-sisters, stepbrothers, stepsisters, foster brothers and/or foster sisters) currently in attendance at the school.
- 2 Children whose normal home address is closer to the school than any other controlled primary school (walking distance from home address to school address measured by Google Maps).
- 3 Children whose brother, sister (including half-brothers, half-sisters, stepbrothers, stepsisters, foster brothers and/or foster sisters) or parent attended the school (dates to be provided).

- 4 Children whose parent(s) are permanent employees of the school.
- 5 In the event of still more applicants than places available, children who live closest to the school will be offered places first. (Walking distance from home address to school address measured by Google Maps).
- 6 In the event of a tie for the last place at criterion 6, pupils will be selected for admission on the basis of initial letter of surname (as entered on birth certificate) in the order set out below:

**P U Y V X W O L H R T D B S G A M N C I K F J Q E Z**

(This random selection was generated by randomwordgenerator.com and is reset each year.)

In the event of the surnames beginning with the same letter the subsequent letters of the surname will be used. In the event of two identical surnames the first initial of the forename will be used.

**It is the responsibility of parents to ensure that all relevant information is on the application or provided directly to the first preference school.**

### ***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.

If the requested evidence is not provided to the Board of Governors by the deadline given, this will result in the withdrawal of an offer of a place. Similarly, if information is supplied which appears to be false or misleading in any material way, the offer of a place will be withdrawn.

### ***Waiting List Policy***

In the case of oversubscription, the Principal will maintain a waiting list of pupils wishing to obtain a place. All applicants that were initially refused will automatically be added to the waiting list. Should a vacancy arise after placement letters are issued all previously unsuccessful applicants and any new applications will be treated equally and the above criteria applied. This waiting list will be in place until June 2025. Please contact the school if you wish your child's name to be added or removed from this list.

### ***Applications for admission to Y1 after the beginning of the school year***

Criteria as above.

### ***Y2-Y7 Intake***

The above criteria will apply in so far as the school's enrolment number has not been reached, and class sizes will not exceed those permitted in the Department of Education guidelines.

<b>Applications and Admissions to Primary 1</b>		
<b>Year</b>	<b>Total Applications</b>	<b>Total Admissions</b>
<b>2021/22</b>	<b>17</b>	<b>17</b>
<b>2022/23</b>	<b>10</b>	<b>9</b>
<b>2023/24</b>	<b>20</b>	<b>20</b>