

**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**

## **Respective Functions of the Board of Governors and Principal in relation to Admissions**

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.

We will hold an open afternoon for prospective Primary One parents and pupils this year on Wednesday 7<sup>th</sup> January between 3.00pm – 5.30pm, Principal's Address at 3pm. 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 7 January 2026 at 12noon (GMT) and an application submitted by the closing date of 21 January 2026 at 12noon (GMT) will be treated as a punctual application. An application received after 12noon (GMT) on 21 January 2026 and up to 4 pm on 26 January 2026 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 26 January 2026 no applications will be processed until after the close of procedure on 23 March 2026.

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.

### **Compulsory School Age**

Any child who reaches their 4th Birthday on or before 1st July 2026 is of Compulsory School Age. Under the School Age (NI) Act which became law in Northern Ireland in April 2022, 'compulsory school age' also includes those children who deferred commencing Primary 1 in September 2025 as defined by the new School Age (NI) Act (both groups to be treated equally).

Priority will be given to children resident in Northern Ireland at the time of their proposed admission to the school before those who are not so resident.

### **Year 1 Intake**

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 a tie for the last place at criterion 5, 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:

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

(This random selection was generated by randomlettergenerator.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 2027. 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.

### **APPLICATIONS & ADMISSIONS TO PRIMARY 1**

| Year              | Total Applications | Total Admissions |
|-------------------|--------------------|------------------|
| <b>2023/2024</b>  | <b>20</b>          | <b>20</b>        |
| <b>2024/2025</b>  | <b>20</b>          | <b>20</b>        |
| <b>*2025/2026</b> | <b>21</b>          | <b>21</b>        |

***\*The Total Admissions for year 2025/2026 includes all P1 children admitted to the school including those who have a statement of special educational needs and/or may be attending SPiMS.  
(SPiMS = Specialist Provision in Mainstream School)***