
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.

We will hold an open evening for prospective Primary One parents and pupils this year on Monday 28th November between 6.00pm – 8.00pm. Parents will have the opportunity to explore the quality education that we offer here and meet some of the pupils and staff as we escort you and your child around the school.

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 10 January 2023 at 12noon (GMT) and an application submitted by the closing date of 27 January 2023 at 12noon (GMT) will be treated as a punctual application. An application received after 12noon (GMT) on 27 January 2023 and up to 4 pm on 31 January 2023 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 2023 no applications will be processed until after the close of procedure on 27 April 2023.

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 2022 within the date of birth parameters as set out in the School age bill as follows:-

Children born on or between 1 April 2018 and 1 July 2018. Any child who was born before 1 April 2018 but who was due to be born on or after 1 April 2018 if born at term.

NB: Both ‘deferred September 2022’ and ‘compulsory school age children September 2023’ 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 who are the eldest in the family.
- 3 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).
- 4 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).

Admissions criteria for entry September 2023

- 5 Children whose parent(s) are permanent employees of the school.
- 6 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).
- 7 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:

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

(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 2024. 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 and Admissions to Primary 1		
Year	Total Applications	Total Admissions
2020/21	12	12
2021/22	17	17
2022/23	10	9