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| **Ballynure Primary School** |  **Controlled Primary School** |
| **2 Lismenary Road****Ballynure****Ballyclare****BT39 9UE****Telephone No: (028) 9332 3113****Email: info@ballynureps.ballynure.ni.sch.uk****Website: www.ballynureps.org** | **Enrolment Number: 210****Admissions Number: 30****PRINCIPAL: Mr C Trussell PGCE MSc BSc PGCertEd** **CHAIR OF BOARD OF GOVERNORS: Mr Roger McMullan**  |

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

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.

After the closing date 12noon on Friday 26 January 2024, the Principal will administer the criteria if the admissions number has not been exceeded. If the number of applicants exceeds the admissions number, the Principal will then advise the Board of Governors who shall then apply the stated criteria. 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 form. Parents should therefore ensure that all information pertaining to their child and relevant to the school’s admissions criteria is stated on the application form.

**Open Evening – Thursday 7th December 6.00 pm – 8.00 pm for prospective parents and their children.**

**ADMISSIONS CRITERIA**

**Admissions criteria to be used in the event of Ballynure Primary School being oversubscribed, and listed in order of priority;**

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).

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.

1. Priority will be given to children who, at the date of their application, are a child of the family currently enrolled at Ballynure Primary School.
2. Children whose parent is a permanent employee at Ballynure Primary School at the time of their proposed admission.
3. Priority will be given to children for whom Ballynure Primary School is the nearest suitable school as measured from their normal place of residence by distance by road on the AA Mileage Calculator www.theaa.com to 2 Lismenary Road at the closing date of application.
4. If children are still tied at criterion 3, the priority shall be determined amongst these tied applicants according to the initial letter of their surname (as entered on their Birth Certificate) in a rank order determined according to the randomly selected letters as set out below:

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

(In the event of surname beginning with the same initial letter, the remaining letters of the surname will be used in alphabetical order. In the event of two identical surnames, the alphabetical order of the initial of the forename will be used).

**DUTY TO VERIFY**

The Board of Governors reserves the right to require 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 or the inability to offer a place on the part of any school nominated on the applicant’s application.

**WAITING LIST POLICY**

Should a vacancy arise after 25th April 2024, all applications to Primary 1 that were initially refused, new applications, late applications and applications where new information has been provided will be treated equally and the above stated admissions criteria applied. A waiting list will be in place until 30th June 2025. The school will contact you in writing if your child gains a place by this method. Your child’s name will be automatically added to the list. Please contact the school if you wish your child’s name to be removed from the list.

**ADMISSION TO P2 – P7**

* The above criteria will also be used for applications for P2-P7.
* Requests for places in P2-P7 will only be considered if there is a vacancy in the appropriate year group or a relevant class and further enrolment is not prejudicial to the efficient use of resources.
* The Board of Governors do not operate a Waiting List Policy for P2-P7.

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| **Applications and Admissions to Primary 1** |
| **Year** | **Total Applications** | **Total Admissions** |
| **2021/2022** | 20 | 20 |
| **2022/2023** | 18 | 18 |
| **2023/2024** | 16 | 16 |