

BALLYKELLY PRIMARY SCHOOL
8 Glenhead Road
Ballykelly
Limavady
BT49 9JS

Controlled Primary School

Enrolment No: 420

Admissions No: 60

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PRINCIPAL: Mrs Alana Willis

CHAIR OF BOARD OF GOVERNORS: Mr Tim McArthur

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

The Board of Governors have decided that for the task of selecting pupils for admission all members should have the opportunity to become involved. Selection will therefore be an item at a Board of Governors' meeting called for this purpose.

The Board of Governors of Ballykelly Controlled Primary School has determined that the following criteria shall be applied to all children of compulsory school age in the event of the number of pupils applying for places in Year 1 being greater than the admissions number, in the order set out below.

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 admission criteria, is stated on the Application or provided directly to the school on or before 4pm on the 31st January 2024. Examples of such relevant information may include whether the child has brother/half-brother(s) or sister/half-sister(s) attending the school; has brother/half-brother(s) or sister/half-sister(s) who have previously attended the school or parent/guardian previously attended.

ADMISSIONS CRITERIA – YEAR 1

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).

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. Children who presently attend Ballykelly Nursery Unit.
2. Children living within the normal catchment area of the school, i.e., within a two-mile radius of school or who live within the area served by Education Authority transport provided to Ballykelly Primary School.
3. Children who have a link with the school, i.e.
 - i. Brothers/sisters, half-brothers/half-sisters, step-brothers/step-sisters and legally adopted siblings attending the school.
4. Other Children.

- Children regarded by the Board of Governors on the basis of written or other evidence supplied by the parent/guardian and statutory or other agencies as having special circumstances, i.e., medical, social, religious or security reasons.

If there are more applicants satisfying the last one of the above criteria that can be applied than there are places remaining the selection will take place on the basis of the chronological order of the ages of the children [eldest child first] established by date of birth as entered on a Birth Certificate.

YEAR 1 ADMISSIONS – AFTER THE BEGINNING OF THE SCHOOL YEAR

Children who apply to enter the school during the academic year will be considered using the same criteria as for Year 1.

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

Should a vacancy arise after 25 April 2024, all applications for admission to 2024/25 that were initially refused, new applications, late applications and applications where new information has been provided will be treated equally and the published criteria applied. This waiting list will be in place until June 2024.

The school will contact you in writing if your child gains a place in the school by this method.

Your child's name will be automatically added to the list. Please contact the school if you wish for your child's name to be removed from the list.

ADMISSIONS CRITERIA – YEARS 2-7

Subject to the provision that the enrolment of a child will not cause the enrolment number to be exceeded, the Board of Governors have agreed that the following admissions criteria shall apply for entry into Years 2-7.

- The enrolment of a child will not prejudice the efficient use of the school's resources. If there are more applicants for the available places then the admissions criteria for Year 1 will be applied to select pupils for the available places.

Applications and Admissions to Primary 1		
Year	Total Applications	Total Admissions
2021/2022	34	34
2022/2023	31	31
2023/2024	34	34