

# **VICTORIA PRIMARY SCHOOL BALLYHALBERT**

## **ADMISSIONS POLICY**



*An inclusive, imaginative and inspiring Learning Community where everyone can be safe, healthy, happy and successful together.*

### **Introduction**

The Board of Governors applies the regulations on admissions fairly and equally to all those who wish to attend this school. Our admissions policy conforms to the regulations that are set out by the Department for Education.

### **Aims and Objectives**

We seek to be an inclusive school, welcoming children from all backgrounds and abilities. All applications will be treated on merit, and in a sensitive manner. The only restriction we place on entry is that of number. If the number of children applying for entry exceeds the places available, we adopt the procedure set out below to determine whether a child is to be accepted or not. It is our wish for parents and carers to find a place for their child at the school of their choice. However, this is not always possible, due to excess demand on the places available. A child's level of ability is irrelevant to this school's admissions policy.

### **Applications to Victoria Primary School**

Victoria Primary is a Community School and it determines that admission arrangements in agreement with the Education Authority. The E.A. publishes its entry regulations annually. The E.A.'s annual admissions prospectus informs parents and carers how to apply for a place at the school of their choice. Parents and carers have a right to express their preference, but this does not, in itself, guarantee a place at that particular school. Application should be made on a form that can be obtained from the school or directly from the E.A. and should be returned by the date stipulated on that form. Governors will then apply admissions criteria if the school is over subscribed. The school will then notify the successful applicants of the decision as soon as all the applications have been considered and the enrolment process has been completed. This usually happens towards the end of April.

We encourage prospective parents to register an interest with us as soon as they wish. This does not guarantee a place in the school and merely places their details on a mailing list – we automatically send out enrolment information at the appropriate time.

In this area, children start school at the start of the academic year in which they become five. There is one admission date per year i.e. at the start of the Autumn term. Therefore, parents who would like their child to be admitted to this school during the year their child is five should ensure that they return the necessary application form by the date stipulated – usually towards the middle of January.

### **Admission appeals**

If we do not offer a child a place at this school, this will be because to do so would prejudice the education of the other children by allowing the number of children in the school to increase too much.

If parents and carers wish to appeal against a decision to refuse entry, they can do so by applying to the Education Authority. An independent panel considers all such appeals, and its decision is binding for all parties concerned. If the appeals panel decides that we should admit a child to whom we had refused a place, then we will accept this decision and continue to do all we can to provide the best education for the children at our school.

### **The Standard Number**

The 'standard number' is the number of children the Department of Education and the Education Authority considers the school can accommodate. The standard number for our school is 29 pupils in any year group but not exceeding 174 in total. We keep this number under review and the governors will apply to change the number if circumstances change.

### **Sizes of classes for Foundation Stage and Key Stage 1**

We teach Foundation and Key Stage 1 children in classes that have a maximum number of 30 children. (The only exception to this number is if we have applications from a child / children with a statement of Special Educational Needs.)

### **ADMISSIONS CRITERIA FOR P1**

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 reside in the village of Ballyhalbert or who reside outside the village where Victoria Primary School is their nearest school.
- 2) Pupils who have a link with the school through the following family connections:
  - i) Siblings, cousins, nephews, nieces of pupils currently enrolled in the school.
  - ii) Siblings, cousins, nephews, nieces of pupils previously enrolled in the school.
3. Children of staff presently employed in Victoria Primary School.
4. Pupils who have a link with the school through the following family connections:
  - i) Mother or father a former pupil of the school.
5. Any other pupils providing they can be accommodated within the enrolment admissions figure.

Tie Breaker criterion

Children will be selected for admission on the basis of initial letter (s) of surname (as entered on birth certificate) in the order set out below:

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

Applications for admission to P1 after the beginning of the school year -  
Criteria as above.

#### ADMISSIONS CRITERIA FOR P2-P7 INTAKE

Criteria 1 – 5 considered to be appropriate in order of priority.

This document is freely available to the entire school community and will be reviewed regularly.

**Signed – Chair of Governors:**



**Signed – Principal:**

**Date: April 2024**

**Review Date: 2025**