

Ballycraig Primary School
Bracken Avenue
Antrim
BT41 1PU

Controlled Primary School

Enrolment Number: 196
Admissions Number: 28

Telephone No:(028) 9446 2450

Email: info@ballycraigyps.antrim.ni.sch.uk

Website: www.ballycraigprimary.org.uk

PRINCIPAL: Mrs Kerrie Wilson B.ED. (Hons), DASE, PQH (NI)

CHAIR OF BOARD OF GOVERNORS: Mr Mark Palmer

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

The Board of Governors have drawn up the Admissions Criteria and delegate the administration of these to the Principal or her Deputy.

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 admissions criteria is stated on the application or provided directly to the first preference school. Examples of such information include whether the child has brothers/sisters attending the school, or is the eldest child in the family.

Open Day/Evening

We would love to welcome you to our school for our Open Day Events on the following days:

Open Afternoon **Wednesday 22nd November at 3.00pm**

Open Evening **Wednesday 22nd November at 6.00pm**

If you cannot make the above dates, you can phone the school to organise a personalised tour with our pupils.

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 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.

In the event of Primary One being over-subscribed the following criteria will be applied to select pupils in the order listed.

1. Children who have siblings (half-brother/half-sister), living at the same home address, currently enrolled in the school.
2. Children for whom Ballycraig Primary School is the nearest school as decided by a straight line digital measurement using the post code address of their home residence to the post code address of Ballycraig Primary School. Ballycraig Primary School will use the Northern Ireland Portal for Geographical Information (GI) decision making tool, Spatial N.I., to determine distances. Priority will be given to those living closest to the school.

Admissions criteria for entry September 2024

3. In the event of two or more children living the same distance from school, rank order will be determined on the basis of the initial letter of the surname as it appears on the birth certificate with pupils being selected in the order set out below. The order was determined by a randomised selection of letters generated by [Mini Web Tool Website](#)

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

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

The school does not operate a Waiting List Policy.

ADMISSION TO P2 –P7

Pupils will be admitted to P2-P7 provided their admission does not lead to the enrolment number being exceeded. The same admissions criteria will be applied as for admission to P1.

Applications and Admissions to Primary 1		
Year	Total Applications	Total Admissions
2021/2022	13	13
2022/2023	25	25
2023/2024	23	23