

St Nicholas' Primary School
Minorca Place
Carrickfergus
BT38 8AU

Maintained Primary School

Enrolment Number: 210
Admissions Number: 30

Telephone No: (028) 9335 1149
Email: info@stnicholasps.carrickfergus.ni.sch.uk
Website: www.stnicholasps.org.uk

PRINCIPAL: Mr B Harvey
CHAIR OF BOARD OF GOVERNORS: Mrs E Brock

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

The Board of Governors will approve the criteria. The Principal will administer admissions.

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 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 school. Examples of such information include whether the child has brothers/sisters attending the school, or is the eldest child in the family.

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 7 January 2026 at 12noon (GMT) and an application submitted by the closing date of 21 January 2026 at 12noon (GMT) will be treated as a punctual application. An application received after 12noon (GMT) on 21 January 2026 and up to 4 pm on 26 January 2026 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 26 January 2026 no applications will be processed until after the close of procedure on 23 March 2026.

COMPULSORY SCHOOL AGE

Any child who reaches their 4th Birthday on or before 1st July 2026 is of Compulsory School Age. Under the School Age (NI) Act which became law in Northern Ireland in April 2022, 'compulsory school age' also includes those children who deferred commencing Primary 1 in September 2025 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.

Admissions criteria to be used in the event of the school being oversubscribed. The criteria are listed in order of priority.

1. Children belonging to the Parish of Carrickfergus, who live in Carrickfergus and Greenisland. *
2. Children belonging to the Parish of Carrickfergus, who live in Whitehead.*
3. Other children who live in Carrickfergus. *
4. Children will be admitted on the basis of the surname (as shown on birth certificate) in the order set out below:

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

(This order was determined by a random selection of letters of the alphabet)

In the event of surnames beginning with the same initial letter the subsequent letters of the surname will be used in alphabetical order. In the event of two identical surnames the alphabetical order of the initials of the forenames will be used, and if necessary, the subsequent letters of the forenames.

***Please note that a clearly defined map of the Parish of Carrickfergus, along with the catchment areas for Carrickfergus, Greenisland and Whitehead, is available from the school office upon request.**

DUTY TO VERIFY

Applicants should note that they may be required to provide documentation verifying information pertinent to the school's admissions criteria.

WAITING LIST POLICY

Should a vacancy arise after placement letters have been issued, all applications for admission 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 published criteria applied.

This waiting list will be in place until the end of the academic year. The school will contact parents in writing if a child gains a place in the school by this method. A child's name will be automatically added to the list. Parents should contact the school if they wish for their child to be removed from the list.

ADMISSION TO P2 –P7

- The above criteria will also be used for applications for P2-P7.
- Whilst oversubscribed, requests for places in P2-P7 will only be considered if a vacancy arises in the appropriate year group or a relevant class and further enrolment is not prejudicial to the efficient use of resources.

APPLICATIONS & ADMISSIONS TO PRIMARY 1

Year	Total Applications	Total Admissions
2023/2024	13	13
2024/2025	10	10
*2025/2026	13	16

****The Total Admissions for year 2025/2026 includes all P1 children admitted to the school including those who have a statement of special educational needs and/or may be attending SPiMS.***

(SPiMS = Specialist Provision in Mainstream School)