

**Olderfleet Primary School**  
**116-128 Curran Road**  
**Larne**  
**BT40 1BX**

**Controlled Primary School**

**Enrolment Number: 198**  
**Admissions Number: 28**

**Telephone No: (028) 2827 6524**  
**Email: [bharvey488@c2kni.net](mailto:bharvey488@c2kni.net)**  
**Website: [www.olderfleetps.com](http://www.olderfleetps.com)**

**PRINCIPAL: Mr B Harvey**  
**CHAIR OF BOARD OF GOVERNORS: Mr A Wilson**

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

The Principal will administer the admissions procedure for this school in consultation with the Board of Governors Admissions Panel.

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.

**We would be delighted to welcome you to our School Open Day on Thursday 30<sup>th</sup> November from 4.30pm until 6.30pm. Please check our School Website or Facebook page for details. For any other enquiries, or to arrange an appointment for a tour of the school, please contact the school office where we will provide you with any further information that you may require.**

## **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).

In selecting children for admission, children resident in Northern Ireland at the time of their proposed admission will be selected for admission to the school before any child 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 who have older brothers or sisters currently at Olderfleet or whose brother or sister has been offered a place elsewhere in the school for the coming year.
2. Children who live closest to the school as decided by a straight line digital measurement using the postcode address of their normal residence to the postcode address of Olderfleet Primary School. Olderfleet Primary School will use the Northern Ireland portal for Geographical Information decision making tool, Spatial NI, to determine distances.
3. Date of birth with preference being given to the eldest child, determined by date of birth as entered on the birth certificate.

Documentation, such as a birth certificate, submitted in support of your application should be provided directly to the school.

### DUTY TO VERIFY

The Board of Governors reserves the right to require such supplementary evidence as it may be determined 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 and the inability to offer a place on the part of any school nominated on the applicant’s application.

### WAITING LIST POLICY

The school’s policy on the consideration of applications after the Open Enrolment Admissions procedure concludes is available directly from the school. Should a vacancy arise, the above criteria will be applied to select pupils from our waiting list.

### ADMISSION TO P2 – P7

Olderfleet Primary School operates an Admission Policy for all applications received by the school for admission to Years 2-7.

The Board of Governors delegate the authority to organise admissions on a day to day basis to the Principal.

A child will be admitted provided that:

- The school will not exceed its enrolment number as determined by the Department of Education N.I.;
- The class size of 30 pupils for Years 2-4 as determined by the Department of Education will not be exceeded; and
- Their acceptance will not prejudice the efficient use of resources.

In the case of unsuccessful applicants to Years 2-7, the parents/carers of each unsuccessful applicant must indicate in **writing** if they wish their child’s name to be added to the school’s waiting list. Names will remain on the waiting list until the end of the child’s Year 7. If at any time parents/carers wish to remove their child’s name from the waiting list, they should advise the school in **writing**.

In the event of the number of applications for admission exceeding the number of vacant places the same admissions criteria will be applied as for admission to P1.

The school will contact the parent/carer in writing if their child gains a place through this method.

Applications and Admissions to Primary 1		
Year	Total Applications	Total Admissions
2021/2022	15	15
2022/2023	15	15
2023/2024	14	15