

Holy Family Primary & Nursery School  
3 Aileach Road  
Derry City  
BT48 0AZ

Catholic Maintained  
Co-Educational  
Age Range 4-11  
Roll: 531  
Enrolment No: 640  
Admissions No: 90

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PRINCIPAL: Mr G Doherty  
CHAIR OF BOARD OF GOVERNORS: Mrs Carmel Doherty

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

The Board of Governors have delegated the task of applying criteria to an Admissions Sub-Committee consisting of Principal and three Governors.

The Board of Governors of Holy Family Primary and Nursery School decided that the following criteria shall be applied in the event of the number of pupils applying in Year 1 being greater than the admissions number, in the order set down below.

Priority will be given in the application of each criterion, to pupils regarded by the Board of Governors on the basis of supporting evidence from parents and/or statutory agencies, as having special circumstances, (ie medical, social or security reasons).

### 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.

The following may apply for a P1 place:

1. Children who have "other children of the family" \*\* with identical addresses presently attending the school or Children of compulsory school age whose parent(s)/guardian(s) is currently a permanent employee of Holy Family Primary and Nursery School.

## Admissions criteria for entry September 2026

2. Applicants residing in the Parish of Holy Family or those housing developments opening on to the Buncrana Road, north of the Branch Road Roundabout (inclusive of Knockena, Woodbrook West, Woodbrook, Pinetrees, Temple Court and other roads opening onto the Buncrana Road as well as those houses south of the Clon Dara Roundabout on the A515 road that open onto the Buncrana Road) **who** meet the age criteria listed below:
3. Priority will be given in the application of each criterion, to pupils regarded by the Board of Governors on the basis of supporting evidence from parents and/or statutory agencies, as having special circumstances, (ie medical, social or security reasons).
4. Applicants who have “other children of the family”, who previously attended the school.
5. Applicants residing in other areas.

In the event of over-subscription in the last criterion which can be applied then the selection for all places remaining in this category will be on the basis of the drawing of lots from the relevant criterion with BOG member(s) present.

In the event of under-subscription at the date of notification of places, the remaining places will be filled on the basis of the order in which subsequent applications are received by the school.

Applicants should note that:

**When considering which children should be selected for admission, the Board of Governors will only take into account information which is detailed on or attached to the application form. 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 form or attached to it. Examples of such information include (whether the child is the eldest child/has other children of the family attending the school).**

### 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.
- 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 form.

This is in addition to the standard requirement to provide a birth certificate to verify a child’s age.

### WAITING LIST

“The school’s policy on the consideration of applications after the Open Enrolment Admissions procedures concludes on Monday 23 March 2026 at 4pm is available directly from the school or can be accessed on our school website. Should a vacancy arise, the above criteria will be applied to select pupils from our waiting list.”

### 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.

### ADMISSIONS CRITERIA – YEARS 2-7

1. A pupil will be considered for enrolment provided that the school will not exceed its enrolment number as determined by the Department of Education.
2. Pupils will be accepted in order of application.

## Admissions criteria for entry September 2026

3. The age of the pupil must be compatible with the year group in which a vacancy exists.
4. If the number of applications is more than the number of vacant places available, the same criteria as listed for Year 1 will be applied.

The criteria will be applied by the Principal.

### APPLICATIONS & ADMISSIONS TO PRIMARY 1

Year	Total Applications	Total Admissions
2023/2024	53	53
2024/2025	52	52
*2025/2026	56	56

***\*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)***

\*\*Please note that the term “children of the family” covers:

- A child born to a married couple
- A child born to a co-habiting couple
- A child of either of those people by a previous marriage or relationship
- A child of a couple whether there is a civil partnership or not
- An adopted or fostered child
- A situation where, for example, a cousin is being brought up with a family