

Rosetta Primary School
21-23 Knockbreda Road
Belfast
BT6 OJA

Controlled Primary School
Co-Educational

Enrolment Number: 413
Admissions Number: 59

Telephone No: (028) 9049 1650
Email: info@rosetta.belfast.ni.sch.uk
Website: www.rosettaps.co.uk

Principal: Mrs T Crawford: BEd MEd PQH(NI)
Chair Of Board Of Governors: Ms E Campbell

Respective Functions of the Board of Governors and Principal In Relation To Admissions

The Board of Governors has drawn up the school's admissions criteria and has delegated to the principal its function and responsibility in relation to the application of the criteria and the admission of pupils to the school.

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 10 January 2025 at 12noon (GMT) and an application submitted by the closing date of 24 January 2025 at 12noon (GMT) will be treated as a punctual application. An application received after 12noon (GMT) on 24 January 2025 and up to 4 pm on 29 January 2025 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 29 January 2025 no applications will be processed until after the close of procedure on 9 April 2025.

Compulsory School Age

Any child who reaches their 4th Birthday on or before 1st July 2025 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 2024 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.

If Year 1 is over-subscribed the following criteria will apply in the order set out below.

- 1 Children who have a brother, sister, half-brother and/or half-sister ('child of the family') resident at the same address, currently in attendance at Rosetta PS.
- 2 Children who live nearest to the school, measured using Google maps to provide the distance from home to school in a straight line.

In the event of over-subscription in any of the above criterion then selection for all places remaining in this criterion will be on the basis of the initial letter of the surname as per the birth certificate in the order set out below:

H Z W S E U T R F Mac P V N A I O' X M c G Y M L O B D C K Q J

The order was determined by a randomised selection of letters carried out by governors of the school.

In the event of surnames beginning with the same letter the subsequent letters of the surnames will be used in alphabetical order. In the event of 2 identical surnames the alphabetical order of the initials of the forenames as per the birth certificate will be used.

Admissions criteria for entry September 2025

It is important that parent(s)/ guardian(s), when submitting the application form, provide all relevant supporting information and written evidence that may be needed as per the published admissions criteria, including the child's birth certificate.

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

Should a vacancy arise after placement letters have been issued, all applications for admission to P1 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.

The school will contact you in writing if your child gains a place in the school by this method. Your child's name will automatically be added to the list. Please contact the school if you wish for your child's name to be removed from the list. This waiting list will be in place until 30 June 2025.

Should you wish your child's application to remain on a waiting list after this date, please inform the school directly.

After 1 September 2025 and during the 2025/2026 school year the above criteria will be applied to fill a vacancy arising within the school's admissions number.

P2 – P7 Admissions Criteria

The same criteria, 1-2 as used for the P1 intake will be applied for P2-P7 intake

Applications and Admissions to Primary 1		
Year	Total Applications	Total Admissions
2022/2023	37	37
2023/2024	40	40
2024/2025	41	41