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| **`****Ballydown Primary School****64 Lisnaree Road****Banbridge****BT32 4JN****Telephone No: (028) 4066 2738****Fax No: (028) 4062 2357****Email:info@ballydown.banbridge.ni.sch.uk** |  **Controlled Primary School****Enrolment Number: 319****Admissions Number: 45** **PRINCIPAL: Mr B Murphy, M.Ed., PQH(NI), B.Ed.** **CHAIR OF BOARD OF GOVERNORS: Rev B Martin, M.A, B.ED (Hons)** |
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***RESPECTIVE FUNCTIONS OF THE BOARD OF GOVERNORS AND PRINCIPAL IN RELATION TO ADMISSIONS***

The Board of Governors draws up and applies the criteria for admissions.

***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.

The Board of Governors will apply the following criteria in the order indicated to identify which children should be admitted either at initial admission to education or on transfer from another school.

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 via the admissions portal. 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 closest controlled primary school.

**Eligibility to apply for P1 September 2024**

* **Children born on or between 2 July 2019 and 31 March 2020 (inclusive and whose due date was not after 1 April 2020) These children are not eligible to defer entry to Year 1 and should apply for Year 1 admissions.**
* **Children born on or between 1 April 2019 and 1 July 2019 (inclusive) and children born before 1 April 2019 but with a due date on or after 1 April 2019 whose parents deferred their admission to primary school in September 2023.**

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.

1 Children who will have **brothers or sisters (half/step-brothers/sisters) in attendance** at Ballydown Primary School or Nursery Unit during the 2023/2024 school year.

2 Children whose brothers or sisters (half/step-brothers/sisters) have **previously attended** Ballydown Primary School or Nursery Unit.

3 Children who are currently in **attendance at Ballydown Nursery Unit**.

4 Children for whom the school is the **nearest controlled primary school** to their home. Distance will be measured on **Google Maps Distance Calculator** using the **walking mode**. (N.B. If the address is not registered on Google Maps then distance will be measured as driving from the school gates to the applicant’s address).

5 Preference will be given to children with **exceptional circumstances** (medical, social or other problems) that necessitate admission to Ballydown Primary School rather than any other primary school. The circumstances should be personal to the child and must be supported by independent and appropriate documentation, providing evidence of the circumstances being described as being exceptional.

6 Other children.

In the event of over-subscription within any of the above criteria the succeeding sub-criteria will be applied to the children who meet the over-subscribed sub-criterion. Where places still remain unfilled, final selection will be based on **distance from the child’s home to school**, priority being given to those living closest to the school. (Distance will be measured on Google Maps Distance Calculator using the walking modes or if the address is not registered on Google Maps then distance will be measured as driving from the school gates to the applicant’s address). If the final places to be allocated have identical measurements as identified by Google Maps UK, selection will be on the basis of **alphabetical order of surname**, then forename, then middle name as given on the child’s birth certificate.

***DUTY TO VERIFY***

If you are claiming that Ballydown Primary School is your nearest controlled primary school to your home, please **provide** two of the following documents which must verify the child’s address at the time of application.

 - bank or building society statement

 - a utility bill (electricity, gas, TV Licence etc.)

 - Child Benefit letter

 - child’s medical card

**Note**

Other documents equally capable of verifying the child’s address will be considered at the discretion of the Board of Governors.

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 the issue of placement letters, 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 remain in place until **30 August 2025.** The school will contact you in writing if your child gains a place in the school by this method. Your child’s name will be automatically added to the list. Please contact the school if you wish for your child’s name to be removed from the list.

***ADMISSION TO P2-P7***

Admissions to P2 – P7 will be made providing the school’s total enrolment has not been exceeded, their admission is not prejudicial to the efficient use of resources and providing that the class maximum size of 30 is not exceeded in Foundation/Key Stage 1. An admissions application form must be completed.

The criteria for admission to P1 will be applied in the case of over-subscription.

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| **APPLICATIONS AND ADMISSIONS TO PRIMARY 1** |
| **Year** | **Total Applications** | **Total Admissions** |
| **2021/2022** | **48** | **46** |
| **2022/2023** | **40** | **40** |
| **2023/2024** | **56** | **50** |