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| **Ballinamallard Primary School****19 Baragh Road****Ballinamallard****Enniskillen** **BT94 2NY****Tel/Fax No: 028 6638 8262****E-mail:** **info@ballinamallardps.enniskillen.ni.sch.uk** | **Controlled Primary School** **Enrolment No: 198****Admission No: 28****PRINCIPAL: Mrs. Christina McEldowney****CHAIR OF BOARD OF GOVERNORS: Rev J Beacom** |

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

The Board of Governors have delegated to an Admissions Sub-Committee, the task of selecting pupils for admission. The Sub-Committee consists of the Principal and three other Governors.

## ADMISSIONS CRITERIA – YEAR 1

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).

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.

The Board of Governors of Ballinamallard Primary School in striving to serve our community, would wish to offer children in our locality a minimum of 7 years Primary Education. In the event of the number of applications in Year One exceeding the admissions number set by the Department of Education, the following criteria shall be applied in the order set below.

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. Examples of such information include whether they have a brother/sister (half-brother/sister) presently enrolled at the school.

**The following Admissions criteria will be applied:-**

1. Children who at the date of their application, have a child of the family currently enrolled at the school, or are the eldest child of the family to be eligible to apply for admission to the school (verification may be required).
2. Children for whom Ballinamallard Primary School is the nearest Controlled Primary School, as measured by Google Maps driving distance from the school’s front door.
3. Children who are a Looked After Child (LAC).
4. Other children of compulsory school age.

In the event of over-subscription in the last criterion which can be applied then selection for all places remaining in this category will be on the basis of the initial letter of the surname in the order set out below:

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

The order was determined by a computerized random selection of letters of the alphabet. In the event of surnames beginning with the same initial letter the subsequent letters of the surnames 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.

## YEAR 1 ADMISSIONS – AFTER THE BEGINNING OF THE SCHOOL YEAR

If a place(s) become available after 1 September 2024 and there are more applicants than places then selection of pupils will be made on the application of the Year 1 Admissions Criteria to those pupils seeking admission at the time the place(s) become available.

**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 form. All documentation submitted in support of your application should be provided directly to the school of first preference, including birth certificates. Parents may be asked to provide the following documents to prove eldest or only child: a letter from a member of the Clergy, Solicitor, or Public Servant such as a Health visitor or Education professional to include a pre-school/ Nursery Principal directly involved with the family.

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**

The school does not operate a Waiting List.

## ADMISSIONS CRITERIA – YEARS 2-7

Pupils will be considered for enrolment provided that:

1. the school would not exceed its enrolment number; and
2. in the opinion of the Board of Governors their admission would not prejudice the efficient use of the school's resources.

If, at the time of the consideration of the application, there are more eligible applicants than places available then the Admissions Criteria for entry to Year 1 of pupils of compulsory school age will be applied.

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| **Applications and Admissions to Primary 1** |
| **Year** | **Total Applications** | **Total Admissions** |
| **2021/2022** | **12** | **12** |
| **2022/2023** | **26** | **26** |
| **2023/2024** | **18** | **18** |