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

The Board of Governors draws up the admissions criteria and delegates to an Admissions Sub-Committee, which includes the Principal, the responsibility for applying these criteria.

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.

Year 1 Intake

In the event of there being more applicants than places available the following criteria will be applied in the order set down.

1. Children who have a child of the family presently enrolled at the school. This will include brother, sister, half-brother(s)/sister(s), adopted or foster children. (Please provide the name of the applicant's sibling when completing the application)
2. Children for whom Ballyholme Primary School is the closest primary school to their permanent address. This will be measured using Google Maps, as the crow flies, from the front entrance of the home to Ashley Drive school gate.
3. Children of permanent, paid staff employed at Ballyholme Primary School.
4. After the application of criteria 1, 2 and 3, the final places will be selected on the basis of who lives closest to the school. Distance will be measured using Google maps, as the crow flies, from the front entrance of the home to the Ashley Drive school gate.

Tie-breaker:

If following the application of the above criteria in order, there comes a point where there are more children who meet a particular criterion (Criteria 1, 2 and 3) than there are spaces available or if there is a tie at criterion 4, priority will be given to children who:

- Are the oldest according to the date of birth as entered on the Birth Certificate

In the event of children having the same date of birth, they will be selected for admission on the basis of the initial letter(s) of their surname (as recorded on the birth certificate) in the order set out below:

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

This order was determined by random selection.

In the event of surnames beginning with the same initial letter the subsequent letters of the surname will be used in alphabetical order. In the event of two identical surnames the alphabetical order of the letters of the forenames will be used (as recorded on the birth certificate).

The above criteria will also apply to Y1 admissions after the beginning of the school year.

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.

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.

All applicants will be required to verify information by uploading the following documents to the admissions portal, by 4.00 pm on the 26th January 2026:

- The child's original birth certificate (**essential**) and **one** of the following:
- A driving licence with current address or
- A utility bill or bank/credit card statement giving current address dated within the last 3 months.

Waiting List Policy

Any parent who wishes their child to be placed on a waiting list for any year group should confirm this request in writing. Parents should renew their request in writing at the beginning of each school year. (1st September)

Should a place become available the above criteria will be applied to all children on the waiting list until the school's admission number has been reached.

Admission To P2 – P7

Applications for admission to Years 2-7 will be considered as above.

APPLICATIONS AND ADMISSIONS TO PRIMARY 1

Year	Total Applications	Total Admissions
2023/2024	79	79
2024/2025	89	89
*2025/2026	78	78

****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)***