

Portglenone Primary School  
10 Cullybackey Road  
Portglenone  
Ballymena  
BT44 8AF

Controlled Primary School

Enrolment Number: 204  
Admissions Number: 29

Telephone No: (028) 2582 2046  
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Website: [www.portglenoneps.com](http://www.portglenoneps.com)

PRINCIPAL: Mr J H Harris  
CHAIR OF BOARD OF GOVERNORS: Mrs J McDonald

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

The Principal will apply the criteria.

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.

### 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.

**Admissions criteria to be used in the event of the school being oversubscribed. The criteria are listed in order of priority.**

1. Applicants who, at the time of application, have a child of the family currently enrolled at Portglenone Primary School.
2. Applicants whose permanent given home address is nearest the school as measured by the use of AA online mileage calculator on the C2K school computer system.

In the event of a tie-break, applicants will be prioritised by age, beginning with the eldest, established by date of birth as entered on a birth certificate.

### DUTY TO VERIFY

A birth certificate is required for all applicants and should be provided directly to the first preference school. The Board of Governors reserves the right to require such supplementary evidence as it may determine to support or verify information on any application.

Documentation in support of your application should be provided directly to the school of first preference. 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 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 be in place until the end of the academic year. The school will contact parents in writing if a child gains a place in the school by this method. A child's name will be automatically added to the list. Parents should contact the school if they wish for their child to be removed from the list.

### ADMISSION TO P2 – P7

Responsibility for applying the criteria will be delegated to the Principal by the Board of Governors.

Applications from another primary school should be made on EA form AP1 and must be signed by the child's parent or legal guardian.

Further information may be sought from a parent/guardian and/or the pupil's current and/or previous school/s as deemed necessary.

The following criteria must be met before a child may be admitted to the P2 – P7 classes.

1. Admission of a child can be accommodated within the school's enrolment number.
2. Parents seeking admission of their child to the school must agree to support the staff in the implementation of school policies.

Where two or more children apply for admission at the same time, and where the number of places is fewer than the number of applicants, then the P1 admissions criteria will be applied. Copies of these criteria are available from the school and the EA website. Preference will be given to children who are resident in Northern Ireland at the time of their proposed admission to school before any child not so resident.

Pupils may be refused admission if the school is under its enrolment number for the following reasons –

- (a) Under current Department of Education regulations, class sizes in P1 – P4 are limited to 30 pupils.
- (b) If the admission of a child were to prejudice the education provided for other children in a class or the efficient use of its resources then admission would be refused.

Parents may be required to produce original documents of verification in line with the school's admission criteria.

In the event of any dispute regarding the admission of a child or the implementation of the criteria the Board of Governors will meet to consider the matter.

Appeals under these criteria should be directed to Department of Education, Rathgael House, Bangor.

Applications and Admissions to Primary 1		
Year	Total Applications	Total Admissions
2022/2023	16	16
2023/2024	15	15
2024/2025	19	19