

Brookeborough Primary School  
51a Main Street  
Brookeborough  
Enniskillen  
BT94 4EZ

Controlled Primary School

Enrolment No: 116

Admission No: 17

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PRINCIPAL: Mr. A Young

CHAIR OF BOARD OF GOVERNORS: Mr. B Owens

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## 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.

The Board of Governors of Brookeborough Primary School has determined that the following admissions criteria will be applied, in the event of the number of pupils applying for places in Year 1 being greater than the admissions number, in the order set down below. Priority will be given to pupils who are normally resident in Northern Ireland.

### ADMISSIONS CRITERIA – YEAR 1/RECEPTION

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).

In selecting children for admission, children resident in Northern Ireland at the time of their proposed admission will be selected for admission to the school before any child not resident.

- 1 Children, of compulsory school age regarded by the Board of Governors, on the basis of written or other evidence supplied by the parents and statutory or other agencies, as having special circumstances (ie medical, social or security reasons).
- 2 Children of compulsory school age who have brothers/sisters (half-brothers/half-sisters) presently enrolled at the school.
- 3 Other children of compulsory school age.
- 4 Children will be admitted to Reception on their 4<sup>th</sup> birthday where there are vacant places within the admissions number.
  - (a) children not of compulsory school age who have brothers/sisters (half-brothers/half-sisters) presently enrolled at the school.
  - (b) other pupils, not of compulsory school age.

The school will continue to admit children not of compulsory school age as above, unless the Department determines that such children will be zero-rated for funding purpose. If there are more applicants satisfying the last one of the above criteria that can be applied than there are places remaining then selection will take place on the basis of the closeness of the home to the school, as measured by the shortest walking distance using Google Maps.

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

Children who apply to enter the school during the academic year will be considered using the same criteria as for Year 1.

### DUTY TO VERIFY

Documentation submitted in support of your application should be provided directly to the school of first preference. The Board of Governors reserves the right to require such supplementary evidence as it may determine to support or verify information on any applicant's Transfer Application/Application Form.

If the requested evidence is not provided to the Board of Governors by the deadline specified by the Board of Governors, 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

The school does not operate a Waiting List Policy.

## ADMISSIONS CRITERIA – YEARS 2-7

The following criteria will be applied in the order set down to all pupils seeking admission to Year 2-7. However the school shall not cause or permit the number of registered pupils to exceed the school's enrolment number as determined by the Department of Education. Priority will be given to pupils who are normally resident in Northern Ireland.

- 1 Pupils for whom their admission would not, in the Board of Governors opinion, prejudice the efficient use of the school's resources.

In the event of there being more pupils satisfying the last criterion which can be applied then the following Sub-Criteria shall be used:-

- (a) the order of application.
- (b) shortest walking distance between home and the school using Google Maps.

Applications and Admissions to Primary 1 including Reception		
Year	Total Applications	Total Admissions
2021/2022	17	17
2022/2023	7	7
2023/2024	6	6

Figures above include P1 and Reception applications and admissions