

Donaghadee Primary School  
Northfield Road  
Donaghadee  
BT21 0BD

Controlled Primary School

Enrolment No. 420  
Admissions No. 60

Telephone: 028 9188 3452

Website: [www.donaghadeeprimary.co.uk](http://www.donaghadeeprimary.co.uk)

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Principal: Mrs E Scott B Ed (Hons) PQH (NI)

Chair of Board of Governors: Mrs J Gordon

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An **Information Evening** for interested parents who wish to visit our school will be held on **Thursday 7<sup>th</sup> December 2023** at 6pm.

In addition, please log on to our school website and access the 'Admissions' section on the 'Home' page. Here you will find a range of video clips and presentations.

## Respective Functions of the Board of Governors

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 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 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

Children of compulsory school age will be admitted according to the following criteria applied, in the order set down, 1 to 4 by the Board of Governors of Donaghadee Primary School.

- 1 Children who have a **brother/sister\*** enrolled at the school (Y1-Y7) or with a current application for enrolment for admission by **1 September 2024. Please list names(s) and current class(es).**
- 2 Children who are enrolled during the **2023-24** year in **Donaghadee Primary School Nursery Unit** (or for whom an unsuccessful application was submitted).
- 3 Children whose **brother/sister\*** is a former pupil of the school (Y1-Y7). **Please list names(s) and year of leaving.**
- 4 **Other children.**

**\* includes half-brother/sister, step-brother/sister and foster brother/sister**

In the event of over-subscription in any of the above criteria, the following sub-criteria will be applied:

1. The child's home address has been assigned the postcode BT21 (**see Note 1**).
2. The proximity of the child's home to the school as measured in a straight line from the mid-point of the school to the mid-point of their home. Distances will be determined on the basis of measurements

## Admissions criteria for entry September 2024

taken from the LPS website (OSNI maps). Priority will be given to the children living closest to the school (see Note 2).

3. Should a tiebreaker be necessary, names will be assigned a computerised random number with the highest number selected.

### Note 1

**A child's home refers to his/her normal place of residence as listed on the application form.**

### Note 2

**Midpoint of school = middle entrance doorway. Midpoint of home = middle of house.**

### Duty to Verify

A birth certificate is required for each applicant and should be submitted online to your first preference provider.

The Board of Governors reserves the right to require such supplementary evidence as it may determine to support or verify information on any application, eg proof of address. This documentation should be submitted with the application or to your first preference school/provider.

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.

Parents are advised to include all relevant details on the application to enable Governors to apply the criteria accurately. Governors can only take into account information which is submitted on the application, or provided to the first preference school.

### Waiting List Policy

After application of the above criteria, unsuccessful applicants will automatically be placed on the school's waiting list. If a place becomes available after the closing date, the criteria listed above will be applied to all names on the waiting list (including late applications or those with additional information provided).

The waiting list will be held until the end of the year of application (ie 31<sup>st</sup> August 2025). Please contact the school should you wish your child's name to be removed from the list. If you wish to continue on the waiting list into the next academic year, please inform the school.

### Y2 – Y7 Admissions

In considering applications for admission to Y2-Y7 classes for 2024-25, the Board of Governors will apply the criteria as listed for Y1.

To comply with Department of Education Policy, no child will be admitted to Y1-Y4 classes with 30 or more children. It is our Governors' intention to have no more than 30 children in any class, except in exceptional circumstances.

If it is not possible to admit a child, unsuccessful applicants will automatically be placed on the school's waiting list. If a place becomes available, the criteria listed above will be applied to all names on the waiting list on the day the place becomes available. The waiting list will be held until 31<sup>st</sup> August 2025. Please contact the school should you wish your child's name to be removed from the list.

APPLICATIONS AND ADMISSIONS TO PRIMARY 1		
Year	Total Applications	Total Admissions
2021/2022	52	52
2022/2023	57	57
2023/2024	55	55