

**BALLYSALLY PRIMARY SCHOOL**  
52 Daneshill Road  
Ballysally  
Coleraine  
BT52 2QU

**Controlled Primary School**

**Enrolment No: 304**  
**Admission No: 43**

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**Find us on Facebook: Ballysally Primary School**

**PRINCIPAL: Mr G Dunn MBE**

**CHAIR OF THE BOARD OF GOVERNORS: Rev Dr J Coulter**

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## **DETAILS OF THE RESPECTIVE FUNCTIONS OF THE BOARD OF GOVERNORS AND THE PRINCIPAL IN RELATION TO ADMISSION TO THE SCHOOL**

Ballysally Primary School will accept pupils regardless of religious or political persuasion or ethnic origin, provided their parents are supportive of the aims, rules, policies and management procedures of the school. Should you be interested in finding out more information about Ballysally Primary, please contact the Principal.

### **ADMISSIONS CRITERIA TO BE USED IN THE EVENT OF THE SCHOOL BEING OVERSUBSCRIBED. THE CRITERIA ARE LISTED IN ORDER OF PRIORITY.**

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 24 January 2023 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.

The Board of Governors of Ballysally Primary School has determined that in the event of the number of children applying for places being greater than the admissions number, the following criteria will be applied in the order set down:

1. 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.
2. 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 2024 as defined by the new School Age (NI) Act (both groups will be treated equally).
3. Children who have a child of the family currently enrolled at the school.
4. Children who are the eldest or only child of the family.
5. Children who have had an older child of the family previously attend the school, within the past 3 years.
6. Children whose parental home is closer in distance than that of another child as measured from the school address to the child's home address using Google Maps.
7. In the event of a tie, pupils will be admitted in age order from eldest to youngest until all places are filled.

**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 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 school on or before 4pm on the 31 January 2024.**

The Principal works with and on behalf of the Board of Governors in applying these criteria.

**Please note that the following definitions apply:**

### 'Child of the Family'

The phrase 'child of the family' is a well-established concept of family law. To provide a definition from Article 2(2) of the Domestic Proceedings (NI) Order 1980: 'child of the family' in relation to the parties to a marriage or parties living together in the same household means:

- a child of both of them; and
- any other child who has been treated by both of those parties as a 'child of their family'.

This definition of 'child of the family' covers:

- a child born to a married couple;
- a child born to a co-habiting couple;
- a child of either of those people by a previous marriage or relationship;
- a child living with same sex partners whether there is a civil partnership under the Civil Partnership Act 2004 or not;
- an adopted or fostered child;
- a situation where, for example, a cousin is being brought up with a family.

### 'Eldest Child'

The eldest child is defined as, 'The first born child, in birth order, from all siblings within a family.' Furthermore, this wording covers only children and is also intended to treat twins (or other multiples) as joint eldest. Should this be applicable, this must be stated clearly on the application.

This criterion will be applied in cases where the eldest sibling is not eligible to attend mainstream school (for example they may attend a special school) and must be noted on the application.

### **DUTY TO VERIFY**

The Board of Governors reserve the right to require supplementary evidence, as it may determine, to support or verify information on any application form.

Applicants should note that they may be required to produce documents verifying information pertinent to the school's admission criteria. Original documents must be provided. Facsimiles or photocopies are not acceptable.

Applicants should note that they are required to submit their child's birth certificate when making application.

In the event of a tie breaker scenario regarding the 'eldest child' criterion, applicants will be asked to provide a document verifying how their child meets the 'eldest child' criterion above by providing documentation from a Health Professional or Solicitor or Minister of Religion, at their own expense.

In the event of a tie-breaker situation regarding 'distance to from school to home address', applicants will be asked to provide an original document verifying their current address (dated within the last 3 months).

The provision of false or incorrect information or the failure to provide information within the deadlines set by primary schools can result in the withdrawal of a place and the inability to offer a place on the part of any school nominated on the applicant's application.

### WAITING LIST POLICY

The school's policy on the consideration of applications after the Open Enrolment Admissions procedure concludes, is available from the school.

### Admissions Criteria for enrolment of Year 1 children after the beginning of the school year and Years 2-7

Ballysally Primary School will accept all pupils regardless of religious or political persuasion or ethnic origin provided their parents are supportive of the aims, rules and management procedures of the school.

The following admissions criteria will be used in the event of the school being oversubscribed. The criteria are listed in order of priority:

1. A pupil will be considered for enrolment provided the school enrolment number of 304 is not exceeded.
2. Preference at all times will be given to children resident in Northern Ireland at the time of the proposed enrolment.
3. Pupils will be considered for enrolment to classes P1 (after the beginning of the school year) to P7 provided the number of children in the class is not considered by the Board of Governors to be prejudicial to the efficient use of resources or efficient education in the school.
4. Applications will be considered giving preference to the number of children already enrolled in the class. In line with DE policy, applications from P1 to P4 will be considered where the number of children in a class does not exceed 30.
5. The Governors will consider the needs of the particular pupil seeking entry into the school and decide whether it is in the pupil's best interest to transfer.
6. In the event of a tie-breaker the child whose parental home is closer in distance than that of another child as measured from the school to the child's home address using Google Maps, will be admitted.

The Board of Governors reserve the right to require supplementary evidence, as it may determine, to support or verify information on any application form.

It should be noted that the provision of false or incorrect information or the failure to provide information within the deadlines set by primary schools can result in the withdrawal of a place and the inability to offer a place on the part of any school nominated on the applicant's application form.

The Principal works with and on behalf of the Board of Governors in applying these criteria.

<b>Applications and Admissions to Primary 1</b>		
<b>Year</b>	<b>Total Applications</b>	<b>Total Admissions</b>
<b>2021/2022</b>	<b>43</b>	<b>43</b>
<b>2022/2023</b>	<b>41</b>	<b>41</b>
<b>2023/2024</b>	<b>37</b>	<b>37</b>