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Principal: Mr G Cherry MBE BEd., DASE., PQH (NI)

Chair of Board of Governors: Rev A Thompson

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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 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 4<sup>th</sup> Birthday on or before 1<sup>st</sup> 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.

The Board of Governors will use the following criteria in the order set down in deciding which pupils should be admitted.

#### **Year 1 Intake**

- 1 Children who currently have a brother/sister, half-brother/half-sister enrolled at the school. This must be stated on the application.
- 2 Children whose brother/sister, half-brother/half-sister was a former pupil of the school. This must be stated on the application.
- 3 Children of employees or Governors of the school. This must be stated on the application.
- 4 Children who have listed Pond Park Primary School as their first preference.
- 5 Other children.

#### **Tie Breaker Criterion**

**NB:** If over-subscribed, in any of the above criteria, the following sub-criterion will be applied.

Priority will be given to children who live closest to the school. Measurement will be taken using the following programme: Ordnance Survey Northern Ireland – Map Shop.

In the event that an OSNI distance measurement is not available for a newly built house the closest listed address will be used. This will be at the Board of Governors' discretion.

## Admissions criteria for entry September 2025

If two addresses with equal distance measurement qualify for the last available place, the last available place will be selected for admission on the basis of initial letter(s) of surname (as entered on Birth Certificate) in the order set out below (determined by random selection):

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

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 initials of the forenames will be used.

### Parental Responsibility

When considering which children should be selected for admission, the Board of Governors will only take into account information which is detailed on the online application or provided directly to the school. Information provided directly to the school must have been received by 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 online application or provided directly to the first preference school. (Information provided directly to the school must have been received by the school.) An example of such information includes whether the child has brothers/sisters attending the school.

### 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.

### WAITING LIST POLICY

Should a vacancy arise after **9 April 2025** all applications for admission to Year One that were initially refused in the first instance will be given priority, followed by new applications, late applications and applications where new information has been provided, which will all be treated equally and the published criteria applied.

This waiting list will be in place until the end of the 2025-2026 academic year.

If Pond Park Primary School was your first preference school your child's name will be automatically added to the list. Please contact the school if you wish for your child's name to be removed from the list.

### ADMISSION TO P2 – P7

Children to be admitted into these classes only if the total enrolment number has not been reached and if the number of children in each year group has not exceeded the Department of Education guidelines on permitted class sizes.

**NB:** Parents should note that it is their responsibility to ensure that information which is relevant to the school's admissions criteria and which they wish to have taken into consideration is included by them on, or with, the application or provided to the first preference school.

APPLICATIONS AND ADMISSIONS TO PRIMARY 1		
Year	Total Applications	Total Admissions
2022/2023	92	88
2023/2024	101	90
2024/2025	91	89