BALLYORAN PRIMARY SCHOOL

Admissions Policy

(For Admission in September 2027)

NURSERY UNIT

Ballyoran Primary School Nursery Unit
Ballyoran Park
Portadown
Craigavon BT62 1JY

Controlled Nursery Unit
Admissions No: 52 (Full-time)
Session Times: 9:00am – 1:30pm
A mid-day meal is available

Telephone: 028 3835 2009
E-mail: info@ballyoran.portadown.ni.sch.uk
Website: www.ballyoranps.com

Principal: Mrs Roisin McGuire BA (Hons), PGCE, PQH
Chair of Board of Governors: Mrs Hazel Loney

Respective Functions of the Board of Governors and the Principal in relation to admissions.

The Board of Governors draws up the admissions criteria and delegates to the Principal, the responsibility for applying these criteria. Any reference herein to the term the Board of Governors includes the Principal appointed by the Board of Governors for the purposes of applying the admissions criteria.

Admissions Criteria

A timetable of pre-school admissions procedures setting out the dates by which an application is to be submitted is available at www.eani.org.uk/parents/admissions/pre-school-admissions-guide .

The application procedure opens on **6 January 2027 at 12 noon** (GMT) and an application **submitted** by the closing date of **20 January 2027 at 12 noon** (GMT) will be treated as a punctual application. An application received after 12 noon (GMT) on 20 January will be treated as a late application.

As the pre-school admissions procedure is in two stages the timetable also specifies the relevant dates at Stage 2 which will determine if an application is to be considered as punctual or late.

(For a P1 deferral of school starting age, a 'late deferral' is a child who has attended or is currently attending a funded pre-school setting under the Pre-School Education Programme as a target-age child).

Admissions criteria to be used in the event of the school being oversubscribed with applications for available places.

Statutory Criteria

1 Children from socially disadvantaged circumstances in their final pre-school year who were born:

- on or between 2 July 2023 and 1 July 2024 (inclusive) and whose parents have not exercised their right to defer their child's entry to primary school; or,
- on or between 1 April 2023 and 1 July 2023 (inclusive) or were due to be born on or between those dates but were born earlier; and,
    - have not attended or are not currently attending a funded pre-school setting under the Pre-School Education Programme as a target aged child; and,
    - that child's parent has completed a request to defer their child starting P1 until September 2028.

Note: Children from 'socially disadvantaged circumstances' means a child whose parent has an entitlement to (i) Income Support, or (ii) Income-based Jobseeker's Allowance. When parents apply for places for their child on this basis they must provide Benefit Verification to confirm that they have an entitlement. The application procedure for Pre-School will outline how Benefit Verification can be submitted.

2. Children not from socially disadvantaged circumstances (as defined above) who are in their final pre-school year (as defined by Criterion 1).

Admissions Sub-Criteria
If in applying criteria 1 or 2 there are more applicants who meet a particular criterion than places available the following sub-criteria will be applied in the order indicated to identify which children will be selected for admission:-

(i) Children whose first preference is Ballyoran Primary School Nursery Unit;
(ii) Children of permanent members of staff;
(iii) Proximity of the child's home to the school with those children who live closest to Ballyoran Primary School being given priority. Distance will be measured from the school pedestrian gate using Google Maps (walking distance);
(iv) Children whose brothers/sisters, half-brothers/half-sisters currently attend or have attended Ballyoran Primary School or Nursery Unit in the past;
(v) Chronological age of the children starting with the eldest. Where children have the same date of birth (except twins or multiple), final selection will be on the basis of alphabetical order of surname, then forename, then middle name.

Non-statutory criteria

Note: Applications falling under Criterion 3 are processed only during Stage 2 of the admissions process, after final pre-school year (Statutory 1 and 2) applications.

3. Children who were born:
   - on or between 1 April 2023 - 1 July 2023 (inclusive), or were due to be born on or between those dates but were born earlier; and,
     - and have attended or are currently attending a funded pre-school setting under the Pre-School Education Programme as a target aged (not penultimate aged) child; and,
     - that child's parent has completed a request to defer their child starting P1, or
   - on or between 2 July 2024 and 1 July 2025 (inclusive); or,
   - on or between 1 April 2024 and 1 July 2024 (inclusive) or were due to be born on or between those dates but were born earlier; and that child's parent has completed a request to defer their child starting P1 until September 2029.

Tie Breaker – Non Statutory Criterion 3
Children within Criterion 3 will be selected in Chronological Order of Age – eldest child first. In the event of two or more children having the same date of birth (except twins or other multiple), final selection will be on the basis of alphabetical order of surname, then forename, then middle name.

Please Note:
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 form. Parents should therefore ensure that all information pertaining to their child and relevant to the school's admissions criteria is stated on the application form. Examples of such include whether the child is the eldest child.

Note 1
Applicants must provide confirmation of the child's Date of Birth e.g. Birth Certificate, Identity Card, Passport.

Note 2
It is the parent's responsibility to ensure that all relevant information concerning the above criteria is included on the application form.

Other admissions during the school year
In the event of there being places available after the beginning of the school year, children will be admitted by applying the same criteria as before.

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 applicant's application form.

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
The school's policy on the consideration of applications after the admissions procedure concludes is detailed below:

Should a vacancy arise after Friday 11 June 2027 – the day placement letters are issued, all applications for admission to nursery 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. The waiting list will be in place until the end of the academic year. The school will contact you in writing if your child gains a place in nursery by this method.

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.

Note 3
It is expected that all children will be toilet trained by the time of admission. If parents feel there may be difficulties with this they should contact the school.

Applications and Admissions to Pre-School

Year	Total Applications	Total Admissions
2025/2026*	52	52
2026/2027*	52	55

The Total Admissions figures includes all pre-school children admitted to the pre-school including those who have a statement of special educational needs and/or may be attending SPiMS.
(SPiMS = Specialist Provision in Mainstream School)

PRIMARY SCHOOL

Ballyoran Primary School
Ballyoran Park
Portadown
Craigavon
BT62 1JY

Telephone No: (028) 3835 2009
Website: www.ballyoranps.com
Email:info@ballyoran.portadown.ni.sch.uk

Controlled Primary School

Enrolment Number: 301
Admissions Number: 43

PRINCIPAL: Mrs Roisin McGuire BA (Hons), PGCE, PQH
CHAIR OF BOARD OF GOVERNORS: Mrs Hazel Loney

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 the Principal, the responsibility for applying these criteria. Any reference herein to the term the Board of Governors includes the Principal appointed by the Board of Governors for the purposes of applying the admissions criteria.

ADMISSIONS CRITERIA

The application procedure opens on **6 January 2027 at 12 noon** (GMT). Applications **must be submitted** by the closing date of **20 January 2027 at 12 noon** (GMT). After 12 noon on 20 January 2027, applicants cannot apply until after the close of procedure on 18 March 2027.

COMPULSORY SCHOOL AGE

Any child who reaches their 4th Birthday on or before 1st July 2027 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 2026 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.

In the event that there are more applicants than places available, the Board of Governors will apply the following criteria in the order indicated to identify which children should be admitted either at initial admission to education or on transfer from another school.

1 Children who have a child of the family currently in attendance. (Please note, a child of the family includes brother/sister, half-brother/sister, stepbrother/sister and those who are fostered or adopted).

2 Children who have a child of the family previously in attendance. (Please note, a child of the family includes brother/sister, half-brother/sister, stepbrother/sister and those who are fostered or adopted).

3. Children of permanent members of staff.

4. The remaining places will be allocated on the basis of the proximity of the child's home to the school with those children who live closest to Ballyoran Primary School being given priority. Distance will be measured from the school pedestrian gate using Google Maps, walking distance.

TIE-BREAKER

In the event of two or more children living the same distance from the school, the following tie breaker will be applied:

Children will be selected based on Date of Birth with preference being given to those who are the eldest, determined as it appears on the Birth Certificate.

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

The school does not operate a Waiting List Policy.

ADMISSION TO P2-P7

Children will be admitted to Yr2 - Yr7 classes up to a maximum of the enrolment number. In the event of over-subscription, the same admissions criteria will apply (Nos 1 - 5).

APPLICATIONS & ADMISSIONS TO PRIMARY 1

Year	Total Applications	Total Admissions
2024/2025	25	25
*2025/2026	42	42
*2026/2027	30	33

The Total Admissions figures for these years include all P1 children admitted to the school, including those who have a statement of special educational needs and / or may be attending SPiMs.

(SPiMS = Specialist Provision in Mainstream School)