Brackenagh West Primary School (Kilkeel)
22 Church Road
Kilkeel
BT34 4QB

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Controlled Primary School

Enrolment Number: 170
Admissions Number: 24

PRINCIPAL: Mr M J Peacock, B Ed
CHAIR OF BOARD OF GOVERNORS: Mr D Keown

RESPECTIVE FUNCTIONS OF THE BOARD OF GOVERNORS AND PRINCIPAL IN RELATION TO ADMISSIONS

The Board of Governors draw up and apply the criteria for admissions.

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 2023 at 12noon (GMT) and an application submitted by the closing date of 27 January 2023 at 12noon (GMT) will be treated as a punctual application. An application received after 12noon (GMT) on 27 January 2023 and up to 4 pm on 31 January 2023 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 2023 no applications will be processed until after the close of procedure on 27 April 2023.

When considering which children should be selected for admission, the Board of Governors will only consider information which is detailed on the application or provided directly to 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 application or provided directly to the first preference school. Examples of such information include whether the child has brothers/sisters attending the school, or is the eldest child in the family.

Priority will be given to children who will have attained compulsory school age at the time of their proposed admission, over those who will not have attained compulsory school age at the time of their proposed admission.

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 so resident.

The Board of Governors will apply the following criteria to identify which children should be granted initial admission to education.

1 Children who will have brothers or sisters in attendance during the 2023/2024 school year.
2 Children for whom the school is the controlled primary school nearest to their home.
3 Looked After Children (LAC).
4 Children who have attended Brackenagh Busy Bees Playgroup in their final pre-school year.
5 Children with a brother or sister who previously attended Brackenagh West Primary School.
6 Preference will be given to children with exceptional circumstances (medical, social or other problems) that necessitate admission to Brackenagh West Primary School rather than any other primary school. The circumstances should be personal to the child and must be supported by independent and appropriate documentation, providing evidence of the circumstances being described as being exceptional.
7 The remaining places will be allocated on the basis of the proximity of the child's home to the school, as measured by Google Maps. Priority will be given to those living nearest to the school.

Criterion 7 will also be used to discriminate within any oversubscribed criterion (except criterion 1).

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. Documentation submitted in support of your application should be provided directly to the school of first preference.

WAITING LIST POLICY

The school does not operate a waiting list.

ADMISSION TO P2-P7

The Board of Governors will apply the following criteria to identify which children should be admitted (P2-P7) on transfer from another school.

Children of families who have moved into the district (provided that no class size is unduly increased by so doing). If oversubscribed the above criteria will be applied.

APPLICATIONS AND ADMISSIONS TO PRIMARY 1		
Year	**Total Applications**	**Total Admissions**
2020/2021	**20**	**20**
2021/2022	**26**	**26**
2022/2023	**23**	**23**