

Camphill Primary School
65 Carolhill Park
Toome Road
Ballymena
BT42 2DG

Controlled Primary School

Enrolment Number: 406
Admissions Number: 58

Telephone No: (028) 2565 2940
Email: info@camphillps.ballymena.ni.sch.uk
Website: www.camphillps.co.uk

PRINCIPAL: Mrs K M E McMaster
CHAIR OF THE BOARD OF GOVERNORS:
Mr Henderson Ballentine

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

Authority for enrolment decisions shall be delegated to the Principal.

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. Examples of such information include whether the child has brothers/sisters attending the school, or is the eldest child in the family.

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 new School Age (NI) Act (both groups to be treated equally).

In selecting children for admission, children resident in Northern Ireland at the time of their proposed admission will be selected for admission to school before any child not so resident.

Admissions criteria to be used in the event of the school being oversubscribed. The criteria are listed in order of priority.

All late applications will only be considered after the criteria 1-4 below has been applied to all applications received by the closing date (which will be treated as punctual applications).

1. Children who have a sibling (half sibling/step sibling) currently enrolled in the school.
2. Children who, at the date of their application, are the eldest child of the family to be eligible to apply for admission to the school. Please provide one of the following documents to prove eldest child - A letter from a member of the Clergy, a Public Servant to include a Health Visitor, or an Educational Professional to include a Nursery/ Pre-School Principal/ Teacher directly involved with the family.
3. Children whose home address is the shortest distance, as measured along the public road from the school – as decided by a digital measurement using 'RAC Route Finder'.
4. In the event of two or more children living the same distance from school, rank order will be determined on the basis outlined below:-
 - a. final selection will be on the basis of the initial letter of the surname as it appears on the birth certificate with pupils being selected in the order set out below. The order was determined by a randomised selection of letters drawn by the Board of Governors.

DMTJVWBLFSNZPUIAYQEROHXGKC

Admissions criteria for entry September 2024

- b. where surnames begin with the same letter, the second and, if necessary, subsequent letters will be used for admission using the randomised selection of letters.
- c. where children have the same surname, the initial letter of the first forename, as it appears on the birth certificate will be used for admission using the same randomised selection of letters.
- d. where no priority can be established by this means that final selection will be on basis of age as established by the date of birth as it appears on the birth certificate. Children who are the eldest will be given priority.

DUTY TO VERIFY

Applicants should note that they may be required to provide proof of residency or other information pertinent to the school's admissions criteria. Photocopies are not acceptable.

The provision of false or incorrect information or the failure to provide verifying documents according to the required deadline may result in either the withdrawal of a place or the inability of the school to offer a place.

WAITING LIST POLICY

When all places have been allocated a waiting list of unsuccessful applications will be kept on record. This list will be kept for one school year only.

The waiting list will consist of those applicants whose application was received by the closing date and who were unsuccessful at the time of allocation, in the order identified at the time and on the basis of the above criteria. Late applications will be placed at the bottom of the waiting list in date/time order as they are received.

ADMISSION TO P2 – P7

Pupils will be admitted to P2-P7 in accordance with the preference of their parents provided their admission does not lead to the enrolment number being exceeded. In the event of over-subscription the same admissions criteria will be applied as for admission to P1.

Applications and Admissions to Primary 1		
Year	Total Applications	Total Admissions
2021/2022	54	53
2022/2023	56	56
2023/2024	54	52