

**Cregagh Primary School**  
**Mount Merrion Avenue**  
**Belfast**  
**BT6 0FL**

**Controlled Primary School**

**Enrolment No. 203**  
**Admissions No. 29**

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**E-Mail: [info@cregaghps.belfast.ni.sch.uk](mailto:info@cregaghps.belfast.ni.sch.uk)**  
**Website: [www.cregaghprimary.org.uk](http://www.cregaghprimary.org.uk)**

**Principal: Mr D F Heggarty B.Ed., M.Ed., PQH**  
**Chair of Board of Governors: Mrs Moyra Hunter**

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### **RESPECTIVE FUNCTIONS OF THE BOARD OF GOVERNORS**

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.

### **SCHOOL ENROLMENT EVENTS**

In-person tours of the school for parents of children due to start P1 in September 2024 are available to interested parents at any time during the school year. Appointments for this can be made by contacting the school's office. Families can also request a pre-application information pack that will be sent directly to their home.

Parents are encouraged to visit the school's regularly updated website and Facebook page, where they can view the school's specially commissioned promotional video for the 2024-25 enrolment period.

### **ADMISSIONS CRITERIA**

Applicants should note that they will be required to produce documents verifying their address.

It is the parents' responsibility to ensure that any information relevant to the criteria is included on the application form as this cannot be assumed e.g. siblings attending/attended.

Application packs including: colour prospectus and other useful information may be requested from the school by telephone or email.

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, over those who will not 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 the school before any child not so resident.

### **Primary One**

It is the policy of the school to admit only children of compulsory school age. Cregagh Primary School can accept up to 29 children into P1 each year. There is currently one class per year group from P1 to P7.

## Admissions criteria for entry September 2024

In the event of classes being over-subscribed, the following criteria of admission will be applied to applications of children of compulsory school age in the order stated below:

1. Preference will be given to children with another child of the family currently in attendance at the school and living at the same address (*child of the family* as defined by the Department of Education Circular 2014/06 includes siblings, step siblings, fostered, orphaned and adopted children.)
2. Preference will be given to other children on the basis of the proximity of their home to the school, as measured by the shortest walking distance via a recognised public route.

### Sub-criteria

In the event of over-subscription in any of the above criteria, taken in order, the following sub-criteria will be applied in the order stated.

- a) applications where Cregagh Primary School is first choice
- b) in the event of two children both having Cregagh Primary School as first choice, the eldest child will be given preference

**NB** When considering which children should be selected for admission, the Board of Governors will only take into account information which is detailed on or attached to 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 their application.

Examples of such information include details of family members currently in attendance in the school and details of parents or family members who previously attended Cregagh Primary 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 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

A Waiting List Policy exists for all unsuccessful applicants. Should a vacancy arise after the Open Enrolment Procedure has concluded, all applications for admission to Cregagh Primary School that were initially refused along with new applications, late applications and applications where new information has been provided will be treated equally and the published criteria applied. This waiting list will be in place until the end of the academic school year.

The school will contact parents if their child gains a place in the school by this method. The names of all children who do not obtain a place at Cregagh Primary School will be automatically added to the waiting list. Please contact the school if you wish for your child's name to be removed from the list.

If you require further information concerning the school, please do not hesitate to approach us and we will be pleased to answer any queries.

### Mid-year Primary One Applications and Primary Two to Primary Seven Intake

The same criteria as used for P1 admissions will be applied to P2-P7 admissions. Pupils with the appropriate dates of birth will be admitted to P2 – P7 only if the physical capacity of the school has not been reached. It is the usual practice for all mid-year applications to be considered by the school's Board of Governors.

Applications and Admissions to Primary 1		
Year	Total Applications	Total Admissions
2021/2022	20	20
2022/2023	18	18
2023/2024	15	13