

**Killen Primary School**  
76 Learmore Road  
Castleberg  
BT81 7SD

**Tel No: 028 8167 1198**  
**E-mail: info@killenps.castleberg.ni.sch.uk**

**Controlled Primary School**

**Enrolment No: 145**  
**Admissions No: 21**

**PRINCIPAL: Mrs C Goan**  
**CHAIR OF BOARD OF GOVERNORS: Mrs L Sproule**

---

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

The Board of Governors of Killen Primary School has determined that the following criteria shall be applied, in the event of the number of pupils applying for places in Year 1 being greater than the admissions number, in the order set down below. Priority shall be given to children resident in Northern Ireland.

### **ADMISSIONS CRITERIA – YEAR 1**

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.

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 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.

1. Children who, at the date of application, have a child of the family currently enrolled at the school.
2. Children who, at the date of application, are the eldest child of the family to be eligible to apply for admission to the school. Please note eldest child also applies where a child is more than 7 years younger than their next eldest sibling; and also where the eldest sibling is not eligible to attend a mainstream school as they attend a special school.
3. Children for whom Killen Primary School is the nearest suitable school to their home\* address.
4. Children who have had a child of the family previously attend the school.
5. Children, regarded by the Board of Governors, on the basis of written or other evidence supplied at the time of application by parents/guardians or other agents to have special social, medical or security reasons for attending this school. Please provide names and addresses of statutory bodies involved. Board of Governors reserve the right to seek confirmation of the existence of the special circumstance.
6. Other children of compulsory school age.

Please note the term 'child of the family' does not include cousins, nieces, nephews, aunt, uncle etc

### TIE-BREAKER

If there are more applicants for any one of the above criteria the final selection will be on the basis of chronological order of age starting with the eldest. Should two share the same birth date, selection will be on the distance from the school to their home \* as measured by the shortest road route using Google maps.

- 'Home' is the child's permanent place of residence. It is not the child minder or a relative's address.

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.

### 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.

Please provide the child's birth certificate as a supporting document to your application. Verifying documents which may be used to verify eldest child includes a letter from a member of the Clergy, Solicitor or Public Servant such as a Health or Education professional directly involved with the family. If clarification is needed on acceptable verification please contact the school directly.

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.

### YEAR 1 ADMISSIONS – AFTER THE BEGINNING OF THE SCHOOL YEAR

Children who apply to enter the school during the academic year will be considered using the same criteria as for Year 1.

### ADMISSIONS CRITERIA – YEARS 2-7

The following criteria will be applied, in the order set down below to all pupils seeking admission to Years 2 to 7. However, the school shall not cause or admit the number of registered pupils to exceed the school's enrolment number as determined by the Department of Education.

- 1 Pupils for whom their admission would not, in the opinion of the Board of Governors, prejudice the efficient use of the school's resources.

If there are more applicants than places available, then the Criteria for Year 1 will be applied.

<b>Applications and Admissions to Primary 1</b>		
<b>Year</b>	<b>Total Applications</b>	<b>Total Admissions</b>
<b>2022/2023</b>	<b>21</b>	<b>21</b>
<b>2023/2024</b>	<b>27</b>	<b>27</b>
<b>2024/2025</b>	<b>16</b>	<b>16</b>