

**Broughshane Primary School**  
**Houston Park**  
**Broughshane**  
**Ballymena**  
**BT42 4LB**

**Controlled Primary School**

**Enrolment Number: 319**  
**Admissions Number: 46**

**Telephone No: (028) 2586 1423**

**Email: info@broughshaneps.ballymena.ni.sch.uk**

**PRINCIPAL: Mr Richard Topping**

**Website: www.broughshaneprimaryschool.com**

**CHAIR OF BOARD OF GOVERNORS: Dr Andrew Brown**

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

In the event of the school being under-subscribed, the principal will deal with all new entrants. If, however, it is over-subscribed, then the Board of Governors will, with the aid of the school criteria, cut the intake figure to the desired level.

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.

#### **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 7 January 2026 at 12noon (GMT) and an application submitted by the closing date of 21 January 2026 at 12noon (GMT) will be treated as a punctual application. An application received after 12noon (GMT) on 21 January 2026 and up to 4 pm on 26 January 2026 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 26 January 2026 no applications will be processed until after the close of procedure on 23 March 2026.

#### **COMPULSORY SCHOOL AGE**

Any child who reaches their 4th Birthday on or before 1st July 2026 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 2025 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.

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

1. Children who have an older child of the family currently attending Broughshane Primary School, or a child of the family who has been offered a place elsewhere in the school for the coming year.
2. Children who have a child of the family (i.e. full/ half/ step/ adopted/ fostered sibling) who previously attended the school.
3. Children who, at the date of their application, are the eldest child of the family to be eligible to apply for admission to Broughshane Primary School. (Please see duty to verify section).
4. In the event of a tie, children in order of chronological age, preference being given to the eldest child as established by the date of birth as recorded on the child's Birth Certificate.

In the event that two or more children are tied on the same date of birth, children will be selected for admission on the basis of initial letter(s) of their surname (as entered on Birth Certificate) in the order set out below:

**A I J M P R L C Mc T W K S Y Mac H F X G V D E O Q N B Z U**

## Admissions criteria for entry September 2026

In the event of surnames beginning with the same initial letter the subsequent letters of the surname will be used in alphabetical order (as recorded on the child's birth certificate). In the event of two identical surnames the alphabetical order of the initials of the child's first name (as recorded on the child's birth certificate) will be used and if necessary, the subsequent letters of the forename in alphabetical order.

### DUTY TO VERIFY

Applicants should note that they may be required to provide documentation to verify qualifying information contained within their application. Verification of information will only be carried out on information that would qualify the applicant for admission and only for those applicants who qualified for admission based on that information.

Please note that should the school require proof of eldest child, parents/guardians must provide a letter on headed note paper, stating that the child is the eldest eligible child and that the family is known to the verifier, from one of the following who is not a family member of the applicant: a school principal, a nursery/pre-school/private day-care provider, a medical practitioner, a solicitor, an elected public servant/representative or a member of the clergy.

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.

Please note, all documentation submitted in support of your application should be provided on or attached to the online application made on the EA Connect Portal. Birth certificates continue to be required for all applicants and should be provided when completing the online application.

### WAITING LIST POLICY

Should a vacancy arise after the day on which placement letters have been issued by the school, (23 March 2026), all applications for admission to Primary 1 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. This waiting list will be in place until the last day of the following academic year (30 June 2027).

The school will contact you in writing if your child gains a place in the school 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.

### ADMISSION TO P2 – P7

- The above criteria will also be used for applications for P2-P7.
- Whilst oversubscribed, requests for places in P2-P7 will only be considered if a vacancy arises in the appropriate year group or a relevant class and further enrolment is not prejudicial to the efficient use of resources.

### APPLICATIONS & ADMISSIONS TO PRIMARY 1

Year	Total Applications	Total Admissions
2023/2024	25	25
2024/2025	44	44
*2025/2026	36	36

**\*The Total Admissions for year 2025/2026 includes 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)**