

Hazelbank Primary School
20 Hazelbank Road
Aughafatten
Broughshane
Ballymena
BT42 4LP

Controlled Primary School

Enrolment Number: 160
Admissions Number: 26

Telephone No: (028) 2568 4402
Email: info@hazelbankps.ballymena.ni.sch.uk
Website: www.hazelbankps.co.uk

PRINCIPAL: Mr R Heyburn
CHAIR OF BOARD OF GOVERNORS: Mr David Bradley

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

Admissions to this school will be handled by the Principal who will consult the Governors in cases of difficulty.

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/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.

OPEN MORNING

6th December 2024 (9.30am – 10:30am). Please contact the school office (02825684402) to book onto our open morning tour. Please check out our school website and Facebook page for more information.

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 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.

COMPULSORY SCHOOL AGE

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

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

Hazelbank Primary School will increase its admissions number from 17 to 26, with an annual phased increase in the enrolment number from 120 to 182, with effect from 1 September 2024.

1. Children who will have an older sibling/s* enrolled at Hazelbank Primary School at the time of their proposed admission.
2. Those whose older sibling/s* previously attended the school.
3. Children whose parent/legal guardian previously attended Hazelbank Primary School.

- Those who live nearest to the school as decided by a straight-line digital measurement using the post code address of their normal residence to the postcode address of Hazelbank Primary School. If two children live the same distance from the school then final selection will be on the 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.

***Sibling includes brother/sister/half brother/half sister/step brother/step sister/foster brother/foster sister.**

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.

The provision of false or incorrect information or the failure to provide information within the deadlines set by primary schools can result in the withdrawal of a place and the inability to offer a place on the part of any school nominated on the applicant's application form.

WAITING LIST POLICY

Should a vacancy arise after placement letters have been issued, 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 end of the academic year. The school will contact parents in writing if a child gains a place in the school by this method. A child's name will be automatically added to the list. Parents should contact the school if they wish for their child to be removed from the list.

ADMISSION TO P2 – P7

Pupils will be admitted to P2-P7 in accordance with the preference expressed by a parent if the school's enrolment number has not been reached, unless to do so would prejudice the efficient use of resources. In the event of over-subscription, the above criteria will also be used for admission of children from P2-P7.

Applications and Admissions to Primary 1		
Year	Total Applications	Total Admissions
2022/2023	25	25
2023/2024	21	21
2024/2025	17	17