

The Irish Society's Primary School
3 Rugby Avenue
Coleraine
BT52 1JL

Controlled Primary School

Enrolment Number: 420
Admissions Number: 60

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PRINCIPAL: Mr C A Murdock
CHAIR OF BOARD OF GOVERNORS: Mr S Wilson

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

The Board of Governors will determine the criteria. The principal will apply the criteria on behalf of Governors in the event of the school being oversubscribed.

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, at the date of their application, have a child of the family attending the school.
2. Children who have been enrolled at the school's Nursery Unit.
3. Children who, at the date of their application, are the eldest child of the family to be eligible to apply for admission to a mainstream primary school. Children who are more than 7 years younger than their next eldest sibling will be included within this criterion. *

****Governors will consider the following as verification – child benefit letter, letter from GP, letter from Clergy/Solicitor****

4. Children who live closest to the school measured by driving distance on Google Maps from the child's permanent home address to the school.

If the final places to be allocated have identical measurements, selection will be on the initial letter of surname (as entered on birth certificate) in order to be set out below:

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

This order was determined by a randomised selection of letters (selection with a clear audit trail). In the event of surnames beginning with the same initial letter the subsequent letters of the surname will be used in alphabetical order. In the event of two identical surnames the alphabetical order of the initials of the forenames will be used, if necessary, the subsequent letters of the forenames.

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. Parents should therefore ensure that all information pertaining to their child and relevant to the school's admissions criteria is stated on the application. Parents should ensure that all relevant documentation is made available.

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

The admissions criteria on page one will be used also for the purpose of selecting between applications for admission to Primary One after the beginning of the school year, when the number of late applications is more than the number of places available.

DUTY TO VERIFY

It is the responsibility of parents to make all relevant information available to Governors at the time of application. It should be noted also that parents may be required to produce information pertinent to the verification of the above criteria. ****Governors will consider utility bill or bank statement for proof of address****

WAITING LIST POLICY

Should a vacancy arise after the placement letters have been issued, all applications for admission to Primary 1 that were initially refused, new applications, late 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.

ADMISSIONS TO P2-P7

Prior to accepting a pupil, the following would be considered when an application is received.

1. The DE's enrolment number.
2. The effect that any enrolment would have on:
 - (a) the provision of effective education,
 - (b) the efficient use of resources and
 - (c) the educational interest of the child concerned.

Included in these points is the availability of a place in a particular class. This being determined by the number of children enrolled in a class as well as the nature and composition of existing members.

3. When an application is made in advance, and at time of implementation there are more applicants than there are places available, preference will be given to pupils on the following basis:
 - (a) children who, at the date of their application, have a child of the family attending the school.
 - (b) children who have been enrolled at the school's Nursery Unit.
 - (c) children who, at the date of their application, are the eldest child in the family to be eligible to apply for admission to a mainstream primary school. Children who are more than 7 years younger than their next eldest sibling will be included within this criterion.
 - (d) children who live closest to the school measured by AA Route Planner from the child's permanent home address to the school.

It is the responsibility of parents to make all relevant information available to Governors at the time of application. It should be noted also that parents may be required to produce information pertinent to the verification of the above criteria.

APPLICATIONS & ADMISSIONS TO PRIMARY 1

Year	Total Applications	Total Admissions
2023/2024	58	58
2024/2025	65	60
*2025/2026	67	61

****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)***