

The Diamond Primary School
107 Dreen Road
Cullybackey
Ballymena
BT42 1EE

Controlled Primary School

Enrolment Number: 140
Admissions Number: 20

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Website: www.thediamondps.weebly.com

PRINCIPAL: Mrs L Boyd
CHAIR OF BOARD OF GOVERNORS: Mrs M McKeown

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

In the event of the school being oversubscribed the Principal will apply the criteria, in order of priority, in consultation with the Board of Governors.

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.

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 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.

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

- 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 2023 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. Pupils who, at the date of application, have a child of the family currently attending the school.
 2. Pupils who have a parent/guardian currently employed at the school.
 3. Pupils who have a child of the family who attended the school within the previous 5 school years (previous to the current school year. Names and dates of attendance must be stated on the application form).
 4. Children who are the eldest or only child in the family and first to attend mainstream primary school. (Parents can provide the following documents to prove eldest or only child: a letter from a member of the Clergy, Solicitor, or Public Servant such as a Health visitor or Education professional to include a pre-school/ Nursery Principal directly involved with the family. This should be uploaded to the portal along with the birth certificate)
 5. Pupils whose home address is nearest the school, as measured digitally by public road using 'RAC Route Planner'. (If two children live the same distance from the school then final selection will be on 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.)

DUTY TO VERIFY

Applicants should note that they may be required to provide further documentation verifying their address or information pertinent to the school’s admission criteria.

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. Year group and class sizes will be taken into consideration. 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
2021/2022	21	20
2022/2023	31	24
2023/2024	21	20