

**Earlview Primary School and Nursery**  
2 Manse Drive  
New Mossley  
Newtownabbey  
BT36 5US

**Controlled Primary School**

**Enrolment Number: 221**  
**Admissions Number: 30**

**Telephone No: (028) 9034 2203**  
**Email: [info@earlviewps.newtownabbey.ni.sch.uk](mailto:info@earlviewps.newtownabbey.ni.sch.uk)**  
**Website: [www.earlviewprimary.co.uk](http://www.earlviewprimary.co.uk)**

**PRINCIPAL: Mr. P. Smith**  
**CHAIR OF BOARD OF GOVERNORS: Rev. P. Jones**

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**OPEN DAY: 5<sup>TH</sup> JANUARY 2024**

We are pleased to be able to welcome you into our school. More information on how to book a visit will be provided on our school website [Earlview Primary School Website](#)

If you have any problems, please ring the school on 02890 342203 and we will be happy to help.

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

The functions of the Board of Governors re admission to Earlview Primary School shall be (1) to establish (and amend from time to time) admissions criteria (2) to ensure that the number of registered pupils at Earlview does not exceed the school's enrolment number. It shall be the function of the Principal to carry out the wishes of the Board of Governors.

The school welcomes children whose families are aware of, and offer a full commitment to, the school's educational aims and policies.

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 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.

Priority will be given to children who will have attained compulsory school age at the time of their proposed admission. This includes:

- Children born on or between 2 July 2019 and 1 July 2020, or;
- Children who deferred commencing Primary 1 in September 2023 (*Children born on or between 1 April 2019 and 1 July 2019. Any child who was born before 1 April 2019 but who was due to be born on or after 1 April 2019 if born at term.*)

In selecting children for admission, children resident in Northern Ireland at the time of their proposed admission will be selected for admission to school before any child that is not a resident.

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

The school will accept pupils applying for places up to its enrolment number provided that:-

1. Children with a “child of the family” already attending the primary school or nursery. Names and classes must be stated when applying.
2. Children who have attended Earlview Nursery.
3. Children who applied for a place in Earlview Nursery as their first choice in the previous year but were unsuccessful in gaining a place.
4. Children who are the only/oldest “child of the family” suitable for mainstream education in the family.
5. Children whose permanent place of residence is in New Mossley Estate.  
**Proof of address will be required along with the application.**
6. Children with a “child of the family” who previously attended the primary school. Names and final year to be written on the application form.
7. Remaining places will be selected on the basis of initial letter of surname (as entered on Birth Certificate) in the order set out below:

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

This order was determined by a randomised selection of the letters of the alphabet. 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 initial letter and subsequent letters of the forenames will be used.

The definition of ‘child of the family’ covers:

- a child born to a married couple;
- a child born to a co-habiting couple;
- a child or either of those people by a previous marriage or relationship;
- a child living with same sex partners whether there is a civil partnership under the Civil Partnership Act 2004 or not;
- an adopted or fostered child;
- a situation where, for example, a cousin is being brought up with a family.

### **DUTY TO VERIFY**

Applicants should note that they may be required to produce documents verifying their address.

### **WAITING LIST POLICY**

Should a vacancy arise after the Open Enrolment Admissions procedure concludes, all applications for admission to 2024-2025 that were initially refused, new applications, late applications and applications where new information has been provided, will be treated equally and published criteria applied. The waiting list will be in place until June 2025. The school will contact you if your child gains a place in the school by this method.

Upon receiving a completed application (at any preference stage) your child’s name will be automatically added to the list. Please contact the school if you wish your child’s name to be removed from the list.

### **ADMISSION TO P2 – P7**

Pupils will be admitted to P2-P7 provided their admission does not lead to the enrolment number being exceeded. The same admissions criteria will be applied as for admission to P1.

Pupils will be considered for enrolment provided that the school will not exceed its enrolment number as determined by the Department of Education. Pupils will be considered for admission provided that, in the opinion of the Board of Governors, they would not prejudice the efficient use of the school’s resources.

<b>Applications and Admissions to Primary 1</b>		
<b>Year</b>	<b>Total Applications</b>	<b>Total Admissions</b>
<b>2021/2022</b>	22	22
<b>2022/2023</b>	28	28
<b>2023/2024</b>	20	20

