

Kircubbin Integrated Primary School  
22 Cook's Brae  
Kircubbin  
Newtownards  
BT22 2SQ

Controlled Integrated Primary School

Enrolment No. 161  
Admissions No. 23

Telephone: 028 4273 8491  
E-Mail: [jbreen309@c2kni.net](mailto:jbreen309@c2kni.net)  
Website: [www.kircubbinips.com](http://www.kircubbinips.com)

Principal: Mr Roger Irvine  
Chair of Board of Governors: Mrs Cathy McMaster

---

### Respective Functions of the Board of Governors

The Board of Governors draws up the admissions criteria and delegates to an Admissions Sub-Committee, which includes the Principal, the responsibility for applying these criteria.

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.

**Open Morning:** All P1 prospective parents are warmly invited to our Open Morning on Friday 1<sup>st</sup> December at 9.30am. No prior booking required.

### 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.

#### (A) For Year 1 Intake Only

The criteria, as set out in (B), will be applied to members of other traditions/non-religious backgrounds in the order set down and a maximum of **20%** of available places will be awarded to this group.

The criteria will then be applied separately to pupils from a Protestant and Roman Catholic tradition in such a way as to allocate the remaining places as close as possible to a ratio of **40%** Protestant and **40%** Catholic pupils. To fulfil our admissions criteria, it is the responsibility of all parents/guardians to provide information pertaining to their child's perceived community background.

In the event of a category not reaching its quota the balance will be divided equally between the other 2 categories. In the event of an 'odd' number of places the additional place will be allocated to the category with the greater number of applicants.

The religious affiliation/community background (Protestant, Catholic or Other/None) of a pupil will be determined by one of the following methods:

a) For parents/guardians applying for a place via the Education Authority's **online application** you will be prompted to and **must select** your child's religious affiliation when completing the form;

or

## Admissions criteria for entry September 2024

b) A Pre-Enrolment Form can be obtained from our school office if required or you can provide alternative written confirmation to our school. Your Pre-Enrolment Form/written confirmation of religion must be sent directly to our school by 4.00pm 31 January 2024,

or

c) If the parents/guardian(s) do not supply this required information, then your child's application will be considered with those from the majority category of that year's applicants. The school will apply sub criteria to each group (Protestant, Catholic, Other/None) in order to achieve reasonable balance. In the event that there are insufficient applications from any group, additional places will be considered with those of the majority category of that year's applicants.

### **(B) Year 1 Intake**

If the school is over-subscribed, pupils will be admitted in the order set down to the applications of children of compulsory school age.

- 1 Children who have a brother/sister or half-brother/sister, step-brother/sister, foster brother/sister currently at the school.
- 2 Applicants choosing Kircubbin Integrated Primary School as their first preference primary school.
- 3 Children who have a brother/sister or half-brother/sister, step-brother/sister, foster brother/sister who previously attended the school.

In the event of over-subscription in any of the above criteria, preference will be given to children on the basis of the proximity of their home to the school, measured on the basis of the shortest route on Google Maps.

### **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.

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.

### **Waiting List Policy**

Should a vacancy arise after 25<sup>th</sup> April 2024, all applications for admission to Year 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 31 August 2023.

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 Y1 – after the beginning of the school year.**

If you would like your child to be considered for a place should one become available after 31<sup>st</sup> August you must inform the school in writing from 1<sup>st</sup> September 2024. Criteria as above.

### **Y2 – Y7 Intake**

Criteria to be applied as in (B) above. At the beginning of September each year applications must be renewed in writing for consideration during the next academic year.

Children will be admitted so long as the enrolment at the school does not exceed the enrolment number i.e. 161.

<b>APPLICATIONS AND ADMISSIONS TO PRIMARY 1</b>		
<b>Year</b>	<b>Total Applications</b>	<b>Total Admissions</b>
<b>2021/2022</b>	<b>26</b>	<b>26</b>
<b>2022/2023</b>	<b>36</b>	<b>30</b>
<b>2023/2024</b>	<b>26</b>	<b>26</b>