

**Nettlefield Primary School**  
**Radnor Street**  
**Belfast**  
**BT6 8BG**

**Controlled School**  
**Co-educational**

**Enrolment No: 375**  
**Admission No: 54**

**Telephone No: 028 9045 8237**

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**Website: [www.nettlefield.co.uk](http://www.nettlefield.co.uk)**

**Principal: Mr S A McLean B.Ed M.Res PQH (NI)**

**Chair of Board of Governors: Mrs M McCartney**

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### ***Respective Functions***

The Board of Governors has drawn up the school's admissions criteria and has delegated to the principal its function and responsibility in relation to the application of the criteria and the admission of pupils to the school.

### ***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 2023 at 12noon (GMT) and an application submitted by the closing date of 27 January 2023 at 12noon (GMT) will be treated as a punctual application. An application received after 12noon (GMT) on 27 January 2023 and up to 4 pm on 31 January 2023 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 2023 no applications will be processed until after the close of procedure on 27 April 2023.

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

Only 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 2022 as defined by the new School Age (NI) Act (both groups to be treated equally) will be admitted to the school.

In the event of the school being oversubscribed, children will be selected for admission to Primary 1 using the following admissions criteria, applied successively in the order listed:

- 1 Children who have a child of the family enrolled in Nettlefield Primary School in the year of application.
- 2 Children who attended Nettlefield Nursery Unit.
- 3 Children who have a child of the family who earlier transferred to an off-site educational unit or post-primary school from Nettlefield Primary School.
- 4 Children who are the eldest or only child in the family.
- 5 Any other children up to the maximum admissions number.

If the admissions number is exceeded within any single criterion, priority will be given to children whose parent(s)/guardian(s) homes are closest to Nettlefield Primary School as measured using a website that calculates the distance (as the crow flies) between the nearest school gate and the address of the applicant, such as <https://www.daftlogic.com/projects-google-maps-distance-calculator.htm>. In the event of two or more children's permanent residence being measured equidistant for the final place, preference will be given to the eldest child.

### **NOTES:**

- a) Child-minders' addresses will not be considered.
- b) The term "child of the family" includes children residing at the same address and under the guardianship of the same adult.

### **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 applicant's 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.

The Governors request that all applicants provide the following documentation to the school by 12 noon on Tuesday 31 January 2023:

An original birth certificate for the child (either long or short)

Any two of the following to verify the child's home address:

- *A recent bank or building society statement which shows the address at which the child is resident*
- *A recent utility bill (electricity, gas, television licence or phone) which shows the address at which the child is resident*
- *A recent letter awarding child benefit to the child or another recent letter relating to this benefit*
- *Electoral Identification*
- *Driving Licence for parent/ guardian showing the address at which the child is resident*
- *A recent payslip*
- *A recent mortgage or rental document*
- *A recent land/ property document*

*Recent documents are defined as being within the last 6 months, with the exception of mortgage or land property documents, where within the last year is accepted.*

### **Waiting List Policy**

Should a vacancy arise after 27 April 2023 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 31st August 2023.

The school will contact you in writing (via email) if your child gains a place in the school by this method.

After 1 September 2023 parents should inform the school in writing (via email) if they wish their child's name to remain on or be placed on a waiting list. All children on the waiting list at the time of the vacancy will be treated equally and the published criteria applied. This waiting list will be in place until 30 June 2024.

When considering which children should be selected for admission, the Board of Governors will only take into account information which is detailed on or attached to the application form. Parents should therefore ensure that all information pertaining to their child and relevant to the school's admissions criteria is stated on the application or attached to it.

### **P2 – P7 Admissions Criteria available from school.**

Applications and Admissions to Primary 1		
Year	Total Applications	Total Admissions
2020/21	53	53
2021/22	54	54
2022/23	54	49