

St Joseph's Primary School
8 Knockbracken Drive
Carryduff
Belfast
BT8 8EX

Maintained Primary School

Enrolment No. 436
Admissions No. 60

Telephone: 028 9081 3523

Principal: Mr B McMahon

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Chairperson of Board of Governors: Mrs P Neeson

Website: www.stjosephscarryduff.com

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

The Board of Governors draws up the admissions criteria and delegates the responsibility for applying these criteria to the Principal to select children for admission to Primary 1 in September 2026.

OPEN DAY (PARENTS)

Enrolment information for parents considering application to Primary One will be available on the school website from the week beginning 8th December 2025. Parents who require any additional information or who would like to discuss their application in more detail are welcome to contact the Principal by telephoning the school office.

INDUCTION MEETING (PARENTS & PUPILS)

Arrangements will be made for new Primary One pupils & parents/guardians to meet with their new teachers. Further details will be provided in due course.

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.

Parents should note that the deadline for providing new additional supporting information for inclusion on their child's application form is 26th January 2026, no later than 4pm.

The term, '*who normally reside...*' is used in a number of the criteria below. The Education Authority's guidance to parents states that the address you use on your application form must be the address at which your child is currently resident. When applying the term '*normally reside...*' the child's current home address at the time of application and which is stated on the application will be considered as the address at which they '*normally reside*'. This will be the case even if you intend to move house during the course of the

Admissions criteria for entry September 2026

application process and will be resident at a different address before the final decision on the allocation of places is issued.

ADMISSIONS CRITERIA FOR ST JOSEPH'S PRIMARY SCHOOL

The Board of Governors has determined that, in the event that there are more applicants than the places available, the following admissions criteria will be applied to select for the available places. The criteria will be applied in the order listed.

1. Children who have siblings i.e. defined as 'a child of the family'* currently enrolled in St Joseph's Primary School (i.e. any year group from P1 to P7 inclusive). The definition of a 'child of the family' is set out below.
2. Children who are a Looked After Child (LAC), defined by the Children NI Order 1995 as children who are in the care of a Trust or who are provided with accommodation by the Trust.
3. Children who normally reside in the upper end of the parish of Drumbo and Carryduff, which lies on the Carryduff side of Knockbracken Healthcare Park gates (includes Knockbracken Road, Brackenwood Crescent & Drive and excludes Bracken Hill, all areas on the Carryduff side of a line drawn as the crow flies between the junction of Old Saintfield Road and Saintfield Road and the junction of Ballycoan Road and Mill Road West).
4. Children who reside in other parts of the parish of Drumbo & Carryduff.
5. Children who reside outside the parish of Drumbo & Carryduff

**'Child of the Family' includes a child born to a married couple or to a couple in a civil partnership; a child born to a co-habiting couple; a child born to a single parent; a child of either/any of those people by a previous marriage, civil partnership or relationship; a child living with a couple who has been treated as a 'child of the family' whether there is a marriage or a civil partnership or not; a child living with an individual, who has been treated as a 'child of the family'; an adopted or fostered child; a situation where for example an orphaned cousin is being brought up with a family or individual.*

The child should be a 'child of the family' as at the date of application.

In the event of over-subscription in any one of the above criteria, selection will be on the basis of the following tie-breaking method applied in the order set down.

TIE-BREAKING METHOD

- (a) Pupils will be selected for admission on the basis of the initial letter of their surname (as entered on the birth certificate) in the order set out below:

Z MAC Mc O J K B V R A T E H Q L I M S U F Y D P C O' W G N X

This order was determined by a randomised selection of letters. 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 letters of the forenames will be used to determine selection.

- (b) If it is not possible to distinguish between applicants, places will be allocated on the basis of chronological age (oldest first).
- (c) If it is still not possible to distinguish between applicants, places will be allocated by drawing lots.

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When considering which children should be selected for admission, the Board of Governors will only take into account information which is detailed on the online application. Parents should therefore ensure that all information pertaining to their child and relevant to the school's admissions criteria is stated on the online application. An example of such information includes whether the child has siblings at the school.

Please note, applications for primary school places should be completed online through the Education Authority's admissions portal. The portal will open for parents to complete an online application on 7th January 2026 at 12:00 noon. The closing date for the receipt of punctual applications is 12:00 noon on 21st January 2026. Documentation submitted in support of your application e.g. your child's birth certificate and documents verifying the address of your child's normal place of residence should be uploaded to the EA's admissions portal on or before 4pm 26th January 2026.

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 online application. Documentation submitted in support of the application should be uploaded to the EA's Admission Portal on or before 4pm on 26th January 2026.

DOCUMENTS REQUIRED BY ST JOSEPH'S

Applicants who **do not** have a sibling currently enrolled in any class from P1 to P7 are required to provide two pieces of supplementary evidence from the list of documents below:

- *Driving licence;*
- *Addressed payslip**
- *Bank or building society statement which shows the address at which the child is resident**
- *A mortgage statement or a rental agreement**
- *Land and Property Services Agency rates demand**
- *Any letter in connection with Child Benefit/Housing Benefit/Working Tax Credits/Job Seekers' Allowance/tax coding or tax returns**
- *Electoral ID card*
- *Utility bill (for instance electricity, gas, television licence, telephone)*

** documents should not be more than one year old i.e. documents pre-dating 26th January 2025 will not be accepted*

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

Applications for admission to P1 for September 2026 before the start of the school year.

Letters by email will be issued on 23rd March 2026 advising parents of the primary school in which their child has been placed/not placed. After this date, all applications for admission to Year One that were initially refused, late applications, applications where new information has been provided and new applications received will be treated equally and the criteria as listed above will be applied. Your child's name will be added to this list automatically and, if a place becomes available, the school will contact you in writing. This waiting list will be in place until **31st August 2026**.

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Parents must inform the school in writing if they wish to have their child's name added to a new waiting list which will take effect from 1st September 2026. Should parents wish to have their child's name retained on the Waiting List indefinitely, they must inform the school of that in writing at the start of each subsequent new school year i.e. 2027, 2028, 2029 etc.

APPLICATIONS FOR PLACES IN P1-P7 AFTER THE START OF THE SCHOOL YEAR I.E. FROM 1ST SEPTEMBER 2026

If a vacancy arises, and provided no class from P1-P4 exceeds 30 pupils, the Admissions Criteria will be applied to select pupils from the waiting list. It is the parents' responsibility to inform the school in writing that they wish to have their child's name added to the waiting list.

APPLICATIONS AND ADMISSIONS TO PRIMARY 1

Year	Total Applications	Total Admissions
2023/2024	60	60
2024/2025	75	64
*2025/2026	60	60

**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)*