



Admissions & Enrolment Policy

C. Irwin

Date of Policy: November 2025
Review of Policy: November 2026

Bushvalley Primary School Vision

Our future depends on building upon the experiences of the past, learning from the present and preparing for the challenges of the future.

BUSHVALLEY PRIMARY SCHOOL

175 Ballinlea Road

Stranocum

Ballymoney

BT53 8PR

Controlled Primary School

Enrolment No: 174

Admission No: 25

Telephone: 028 2074 1888

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Website: www.bushvalleyps.co.uk

PRINCIPAL: Mrs C Irwin

CHAIR OF THE BOARD OF GOVERNORS: Rev Kenneth Crowe

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

The Board of Governors have drawn up the criteria and have delegated the responsibility of applying the criteria to the Principal of 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 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.

ADMISSIONS CRITERIA TO BE USED IN THE EVENT OF THE SCHOOL BEING OVERSUBSCRIBED. THE CRITERIA ARE LISTED IN ORDER OF PRIORITY.

1. Children who have a brother or sister (including half-brother/sister, stepbrother/sister or foster or adopted brother/sister) attending the school.
2. Children who are the eldest/only child (verification may be required).
3. Children whose brother/sister had attended Bushvalley Primary School.
4. Those children of teachers and employees of the school.
5. Children for whom Bushvalley PS is their nearest Primary School, measured by google maps by car.
6. In the event of a tie, children will be selected for admission on the basis of initial letter(s) of the subsequent letters of the surname (as entered on Birth Certificate) in the order set out below. In the event of two identical surnames, the randomised initials of the forenames will be used as set out below and if necessary the subsequent letters of the forenames.

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

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 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 school on or before 4pm on the 29 January 2026.

DUTY TO VERIFY

Applicants should note that they are required to provide an original Full Birth Certificate to the school in order to verify age and may be required to produce documents verifying their address i.e. utility bill & bank or building society statement.

WAITING LIST POLICY

The waiting list policy for P1 can be accessed from the school office.

ADMISSIONS 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.

APPLICATIONS & ADMISSIONS TO PRIMARY 1

Year	Total Applications	Total Admissions
2023/2024	31	29
2024/2025	23	23
*2025/2026	26	26

**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)*