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Principal: Mr D Corbett BA(Hons), P.G.C.E., PQH(NI)

Chair of Board of Governors: Mr G Allen

Respective Functions of the Board of Governors and Principal in relation to Admissions

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.

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.

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.

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.

If the school is over-subscribed, in anyone-year group, pupils will be admitted to the school using the following criteria and applied in the order listed.

Year 1 intake (BEFORE AND AFTER THE START OF THE SCHOOL YEAR)

1. Preference will be given to those children with a brother or sister* currently in attendance at the school.
2. Preference will be given to children whose brother or sister* previously attended the school.
3. Preference will be given to children who have a parent or parents who are employed to work within the school.
4. Preference will be given to children, one or more of, whose parents attended the school, and for whom Gilnahirk Primary School is the nearest primary school. (Please provide name/maiden name and final year of attendance at Gilnahirk Primary). Any necessary measurements of distance will be completed in the manner indicated in criterion 5.
5. Preference will be given to those children who live nearest this school. (Measured using an online Ordnance Survey Northern Ireland (OSNI) map)

*includes half brother or sister, stepbrother or sister and foster brother or sister.

Tiebreaker criterion.

In the event of a tie between 2 or more children for the final available place or places, children will be selected for admission on the basis of initial letter(s) of surname (as entered on Birth Certificate) in the order set out below:

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

The order was determined by random selection

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 initials of the forenames will be used.

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. This includes proof of address and your child’s birth certificate.

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 Y1 for September 2026 before the start of the school year.

Parents will receive notification of outcome of P1 applications via the online portal, which will open for this purpose on **Monday 23 March 2026**. Letters will also be issued by school on **Friday 20th March 2026** advising parents if their child has secured a place at Gilnahirk Primary School for September 2026. Parents should receive these letters on **Monday 23 March 2026**.

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 or by phone. This waiting list will be in place until 31st August 2026

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**. This will last until **31st August 2027** when applicants will be contacted regarding their future wishes.

Y2-Y7 Intake

Children will be admitted into these classes only if the total enrolment number 426 has not been reached and if the number of children in each year group has not exceeded the following figures.

Y2 - 60 Y3 – 60 Y4 – 60 Y5 – 62 Y6 – 62 Y7 - 62

The above criteria will be applicable for admission into Y2 to Y7 classes, irrespective of the length of time that has passed since initial expression of interest.

APPLICATIONS & ADMISSIONS TO PRIMARY 1

Year	Total Applications	Total Admissions
2023/2024	79	60
2024/2025	72	63
*2025/2026	68	61

****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)***