

Windsor Hill Primary School  
Church Avenue  
Newry  
BT34 1DY

Controlled Primary School

Enrolment Number: 243  
Admissions Number: 35

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PRINCIPAL: Miss I S McKane, BEd (Hons), MEd, PQH (NI)  
CHAIR OF BOARD OF GOVERNORS: Rev B Colvin

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

The Board of Governors draw up and apply the criteria for admissions.

### 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.

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/Guardians 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 first preference school. Examples of such information include whether the child has brothers/sisters attending the school, or is the eldest child in the family.

### COMPULSORY SCHOOL AGE

Any child who reaches their 4<sup>th</sup> Birthday on or before 1<sup>st</sup> 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 resident.

The Board of Governors will apply the following criteria to identify which children should be admitted either at initial admission to education or on transfer from another school.

- 1 Children whose application nominated Windsor Hill Primary School as their first preference school.
- 2 Children who will have brothers or sisters (half-brothers/sisters, step brothers/sisters, including those fostered or adopted) in attendance during the 2025/2026 school year.
- 3 Children whose brothers and sisters (half-brothers/sisters, step brothers/sisters, including those fostered or adopted) previously attended the school.
- 4 Children for whom the school is the Controlled primary school nearest to their home measured using Google Maps UK Walking Distance.
- 5 Preference will be given to children with exceptional circumstances, (medical, social or other problems) that necessitate admission to Windsor Hill Primary School rather than any other primary school. The circumstances **must be made known to the school at the time of application**, should be personal to the child and must be supported by independent and appropriate documentation, providing evidence of the circumstances being described as being exceptional.

## Admissions criteria for entry September 2026

- 6 The remaining places will be allocated on the basis of the proximity of the child's \*home to school, by shortest walking distance as measured using Google Maps UK Walking Distance, priority being given to those living nearest to the school. If the final places to be allocated have identical measurements as identified by Google Maps UK, selection will be in the basis of alphabetical order of surname, then forename, then middle name.

Criterion 6 will also be used to discriminate within any oversubscribed criterion.

*\*Home is the child's permanent place of resident. It is not the child-minder's or relative's address.*

### DUTY TO VERIFY

The Board of Governors reserves the right to require such supplementary evidence, such as proof of address, 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

The Board of Governors of Windsor Hill Primary School has provided a waiting list for children who do not receive a placement. Should a vacancy arise after issue of placement letters all applications for admission to Primary 1 that were initially refused, new applications and applications where new information had been provided, will be treated equally and the published criteria applied. This waiting list will be in place until 30<sup>th</sup> June 2025. 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.

### ADMISSIONS TO P2 –P7

Requests for places in P2-P7 classes will be considered provided the admission does not mean that the enrolment number of the school is exceeded and where the enrolment of an additional child will not result in the size of the particular class, appropriate to the age of the child, exceeding its upper limit of size.

### APPLICATIONS AND ADMISSIONS TO PRIMARY 1

Year	Total Applications	Total Admissions
2023/2024	25	25
2024/2025	17	17
*2025/2026	18	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)*