

Fairview Primary School



Admissions Policy

Ratified – December 2016
Reviewed – October 2025
To be reviewed – October 2026

Fairview Primary School

Admissions Policy

The Admission Process

The philosophy of Fairview Primary School is based on the education of the whole person. We foster the intellectual, spiritual, social, personal and physical development of all boys and girls. The confidence and self-esteem of our children is promoted through a range of curricular and extra-curricular activities.

Equality of access is the key value that determines the enrolment of children to our school. No child is refused admission for reasons of ethnicity, special educational needs, disability, language/accent, gender, traveller status, asylum-seeker/refugee status, religious or political beliefs & values, family or social circumstances, provided that there is space in the school.

The enrolment number set by the Department of Education is 525 and each year 75 children (and up to a maximum of 80) can be offered a place in Primary One. The school at all times follows the guidelines laid out in the 1997 Education (NI) Order. A school prospectus, outlining details of school life, is made available for all prospective parents.

It is the responsibility of the Principal to consider all applications for admission. The approval for all admissions is the responsibility of the Board of Governors. If the number of applications from parents whose children will be of compulsory school age in the ensuing period July – June exceeds the admissions number the following criteria will be followed:

A child who, at the date of their application, has a *child of the family currently enrolled at Fairview Primary School.

A child who had a *child of the family previously enrolled at Fairview Primary School.

A child whose parent is an employee of the school at the time of application.

Children who live nearest to the school as decided by using the postcode address of their normal residence to the postcode address of Fairview Primary School. Fairview Primary School will use Google Maps (driving distance) to determine distances.

In the event of two or more children living the same distance from school, rank order will be determined on the basis outlined below:

Final selection will be on the basis of the initial letter of the surname as it appears on the birth certificate with pupils being selected in the order set out below.

This order was determined by random selection using [GIGAcaculator Website](#)

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

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 as per birth certificate will be used, and if necessary, the subsequent letters of the forenames.

*Child of the family includes brother/sister/half-brother/half-sister/step-brother/step-sister and those who are fostered or adopted.

Any parent wanting to enrol their child in Fairview Primary School during the school year will meet with the Principal. If there is a space in the year group arrangements will be made to make a change in school placement manageable.

Parents whose children are unable to gain a place in Fairview Primary School can appeal to an independent appeal tribunal. That appeal can, however, only be on the basis that the school had not applied, or not correctly applied, the criteria which it used to select pupils. Decisions of appeal tribunals are binding on all parties, i.e. the school, EA and the Department of Education. The Waiting List Policy is also included in this policy as an appendix.

The Induction Process for Primary One

It is our aim that all pupils will be introduced to the school environment gradually so that the transition to primary education is as smooth as possible. Therefore our induction process is as follows:

Parents and Induction Morning

An information morning will be held for the parents of the children starting Primary 1 during May. Whilst the Principal is speaking to parents/carers, the Primary 1 children will visit their new class. This lasts for about an hour.

Nursery Visits

The Primary 1 teachers will visit Ballyclare Nursery School to meet the teachers for a handing over of information on children accepted into Fairview. Discussions will also take place between nursery staff and staff of other neighbouring settings to learn more about the children.

September Intake (3 steps to settling in)

- Stage 1: Pupils come to school in 2 separate groups for 2 weeks. These sessions last 2 hours – 8.45am – 10.45am and 11.15am – 1.15pm. We try to support current families by putting siblings into group 1.
- Stage 2: After 2 weeks, all pupils come together for a morning session from 9am – 1pm. During this time pupils become familiar with routines of the day, such as snack time and lunchtime.
- Stage 3: The final stage is all pupils in school until 2pm each day.

Base-line Interviews

During late August and early September, every parent will be given the opportunity to meet their child's class teacher to discuss their pre-school experiences and the year ahead.

If for any reason a child is having difficulties settling into school we will work with the child's parents to help make the transition to primary education manageable for all.

Parents will also be able to access the school's Home School Liaison programme by requesting a meeting with the class teacher at any time throughout the school year.

Further Baseline interviews will be held in October prior to the half term holiday.

Copies of this policy are issued to all teaching staff and members of the Board of Governors.