

Fairview Primary School



Enrolment Policy

Ratified – December 2016
Reviewed – September 2025
To be reviewed – September 2028

Fairview Primary School

Enrolment Policy

The Admission Process

Fairview Primary School is committed to providing a welcoming, inclusive and supportive learning environment where every child is valued and encouraged to flourish. The school seeks to ensure that all admissions and enrolment procedures are conducted fairly, transparently and in accordance with the school's published admissions criteria and relevant Department of Education guidance.

Our ethos is underpinned by the core values of:

- **Inclusive** – ensuring that every child and family feels welcomed and valued.
- **Nurture** – recognising and supporting the needs and wellbeing of every pupil.
- **Kindness** – fostering positive relationships throughout the school community.
- **Respect** – treating all individuals with dignity and fairness.
- **Empower** – enabling children to develop confidence, independence and a love of learning.

The purpose of this policy is to:

- Provide clarity for parents regarding enrolment procedures.
- Ensure that admissions are managed consistently and fairly.
- Support a smooth transition for children entering Fairview Primary School.
- Promote positive relationships between home and school from the outset.

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 and the school can adequately cater for the needs of any given child.

This policy operates in conjunction with:

- The Education Authority admissions process.
- The school's published admissions criteria.
- Relevant Department of Education legislation and guidance.
- The school's Equality, Child Protection, Special Educational Needs and Inclusion policies.

Where demand for places exceeds the school's admissions number, places will be allocated strictly in accordance with the published admissions criteria approved by the Board of Governors.

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.

Application for Admission

Parents seeking a place for their child should:

1. Complete the Education Authority online application process within the published timetable.
2. Submit any supporting documentation required under the school's admissions criteria.
3. Advise the school of any relevant educational, medical or pastoral information that may assist with transition arrangements.

Allocation of Places

- Applications will be considered in accordance with the school's published admissions criteria.
- The Principal will administer the process on behalf of the Board of Governors.
- Where the number of applicants exceeds available places, the admissions criteria will be applied in order.

Induction and Transition

Following the offer and acceptance of a place, Fairview Primary School will endeavour to provide:

- Opportunities for children to visit the school.
- Information sessions for parents.
- Liaison with pre-school settings where appropriate.
- Additional transition arrangements for children requiring enhanced support.
- Opportunities for parents to meet relevant staff members.

These arrangements aim to ensure that every child experiences a positive and nurturing start to school.

Supporting Children with Additional Needs

The school recognises that some children may require additional support during transition. Fairview Primary School will work collaboratively with:

- Parents and carers.
- Pre-school providers.
- Educational psychologists and external agencies, where appropriate.
- Health and social care professionals.

Support arrangements will be considered on an individual basis and within available resources.

Information Required Following Admission

Parents will be asked to provide:

- Birth certificate.
- Emergency contact information.
- Medical information.
- Consent forms and permissions.
- Details of any identified special educational, health or wellbeing needs.

Parental Partnership

Fairview Primary School believes that successful enrolment marks the beginning of an important partnership between home and school. Parents are encouraged to:

- Share relevant information about their child.
- Attend induction events.
- Support school values and expectations.
- Engage positively with school communications and activities.

Mid-Year Admissions

Applications for admission during the school year will be considered in accordance with:

- Available places within the relevant year group.
- Education Authority procedures.
- The school's published admissions criteria where applicable.

The school will facilitate an appropriate induction programme for pupils admitted during the academic year.

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 should be viewed alongside this policy if required.

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 the month of May preceding the starting date in August. 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 Junior School Leader, Learning Support Coordinator and Principal will visit Ballyclare Nursery School to meet the teachers and Principal 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/carer will be given the opportunity to speak with 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/carers to help make the transition to primary education manageable for all.

Parents/carers 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 will be available to all teaching staff and members of the Board of Governors.