

Brownlee Primary School
Wallace Avenue
Lisburn
BT27 4AA

Controlled Primary School

Enrolment No. 196
Admissions No. 28

Telephone: 028 9266 5635
E-Mail: brownleeprimary@yahoo.co.uk
School Website: www.brownleeprimary.org

Principal: Mr Colin Elliott
Chair of Board of Governors:
Mr Gordon Lindsay

Respective Functions of the Board of Governors

The Board of Governors draws up the admissions criteria and delegates the responsibility of its application to the Principal and senior clerical staff.

Open Day

Brownlee Primary School will be holding an Open Day on **Friday 7th December 2018**. The Principal will be meeting prospective parents and leading tours of the school at 11.00am and 1.15pm. If this is unsuitable and there is appropriate demand, additional tours may be able to be arranged by contacting the school.

Admissions Criteria

Year 1 Intake

If the school is over-subscribed pupils will be admitted according to the following criteria, applied to children of compulsory school age in the order set down.

- 1 Children with another child of the family currently in attendance at the school and living at the same address.*
- 2 Children with another child of the family who will be attending the school at the commencement of the next school year and living at the same address.
- 3 Children whose Parent/Guardian is currently a permanent member of staff in the school.
- 4 Children who have another child of the family who previously attended the school.
- 5 Children who have listed Brownlee Primary School as their first preference.
- 6 Children who are the eldest or only child in the family.
- 7 Children who have a parent who attended the school.
- 8 Children who live closest to Brownlee Primary School, as measured by walking distance by Google Maps, will be given priority. In the event of Google Maps not recognising an address, Bing Maps will be used. Should the measure of distance prove to be inconclusive in any given instance, preference will be given to the older pupil.

* Child of the family as defined by the Department of Education and includes siblings, step siblings, fostered, orphaned and adopted children.

It is the responsibility of parents to ensure that information which is relevant to the above criteria is included on the application form.

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 form.

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

A Waiting List Policy exists for all unsuccessful applicants. Should a vacancy arise after the Open Enrolment Procedure has concluded, all applications for admission to Brownlee Primary School that were initially refused along with new applications, late applications and applications where new information has been provided will be treated equally and the published criteria applied. This waiting list will be in place until the end of the academic school year.

The school will contact parents if their child gains a place in the school by this method. The names of all children who do not obtain a place in Brownlee Primary School will be automatically added to the waiting list. Please contact the school if you wish for your child’s name to be removed from the list.

Y2-Y7 Intake

As above.

Applications for Admission

	Total Applications (inc further preferences)	Total Admissions
2016/17	61	28
2017/18	46	28
2018/19	37	28