

Hart Memorial Primary School
Charles Street
Portadown
Craigavon
BT62 4BD

Controlled Primary School

Enrolment Number: 420

Admissions Number: 60

PRINCIPAL: Mr A Frizzell

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CHAIR OF BOARD OF GOVERNORS: Mrs Heather Mallagh-Cassells

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. Any reference herein to the term the Board of Governors includes any Sub-Committee appointed by the Board of Governors for the purposes of applying the admissions criteria set out herein.

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.

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.

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

- 1 Children who have brothers/sisters, including half-brothers and half-sisters, currently attending Hart Memorial Primary School (P1-7).
- 2 Children who are currently attending Hart Memorial Nursery Unit (2025/2026 school year).
- 3 Children whose brothers/sisters, including half-brothers and half-sisters, have attended Hart Memorial Primary School in the past.
- 4 Nearness of parental home on date of application, with priority being given to those living nearest to the school. Distance from the parental home to Hart Memorial Primary School will be calculated as a walking distance, using Google Maps, and will be measured in kilometres to 1 (one) decimal place.

Should two or more children live the same distance from the school, places will be allocated using the following tie-breaker:

- Children will be selected for admission on the basis of the initial letter of surname (as entered on Birth Certificate) in the order set out below:

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

- This order was determined by a randomised selection of the letters of the alphabet.
- In the event of surnames, as given on Birth Certificate, 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 initial letter and subsequent letters of the first forename (as given on Birth Certificate) will be used. In the event of two identical forenames, the above criteria will be applied to any other given forenames (as on Birth Certificate).

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. 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.

In the event of oversubscription, to enable the Board of Governors to verify addresses, all applicants are required to provide any two of the following documents:

- a) a bank or building society statement which shows the address at which the child is resident;
- b) a utility bill (e.g. electricity, gas, Television License, telephone) which shows the address at which the child is resident;
- c) a letter awarding Child Benefit to the child or another letter relating to this benefit;
- d) a letter from HSC or benefits office; any other official document with the parent's name and address at top, dated within last 3 months.

This is in addition to the standard requirement to provide a Birth Certificate in order to verify the age of the child; all this documentation must be submitted via the EA Admissions Portal.

WAITING LIST POLICY

In the event of over subscription, parents may place their child's name on a waiting list by:

- Contacting the school in person to request this, and
- Providing the school with all relevant data in writing as requested by the school, including Birth Certificate and two proofs of address.

Should a vacancy arise, after all places have been filled, we will reapply our Admissions Criteria and contact the parents of the child identified to offer the vacant place.

ADMISSION TO P2-P7

The criteria numbered 1 and 3 for admission to P1 will be used to determine children to be admitted to P2-P7 if a situation of oversubscription arises. In line with DENI guidelines class sizes in P2-P4 will not exceed 30 pupils, (except in exceptional circumstances and only with EA's permission).

APPLICATIONS & ADMISSIONS TO PRIMARY 1

Year	Total Applications	Total Admissions
2023/2024	50	50
2024/2025	50	50
*2025/2026	41	41

****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)***