

**Fort Hill Integrated Primary School**  
Low Road  
Lisburn  
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**Controlled Integrated Primary School**

Enrolment No. 210  
Admissions No. 30

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Website: [www.forthillips.co.uk](http://www.forthillips.co.uk)

Principal: Mr Simon Patterson  
Chair of Board of Governors:  
Mrs Eileen Watson MBE

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### **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.

We are holding a **PRIMARY ONE OPEN DAY** on Tuesday 17<sup>th</sup> December 2024 at **1:00pm**. This is an opportunity for you to visit (without your child) to hear about the school, view the school and P1 facilities and ask any questions. Please sign in at the school office on arrival. The open afternoon will last approximately 60 minutes.

If you require any additional information, please do not hesitate to contact the Principal, Mr Patterson, on the above number.

### **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 10 January 2025 at 12noon (GMT) and an application submitted by the closing date of 24 January 2025 at 12noon (GMT) will be treated as a punctual application. An application received after 12noon (GMT) on 24 January 2025 and up to 4 pm on 29 January 2025 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 29 January 2025 no applications will be processed until after the close of procedure on 9 April 2025.

### **COMPULSORY SCHOOL AGE**

Any child who reaches their 4<sup>th</sup> Birthday on or before 1<sup>st</sup> July 2025 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 2024 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.

It is the declared aim of the school to offer an education that truly reflects the needs and wishes of the broadest possible community in the area.

a) The religious affiliation of a pupil i.e. **Catholic**, **Protestant** or **Other** should be written by the parent/guardian on the Education Authority's online application form.

As an Integrated School *this is essential* in order to process your application.

b) PLEASE ENSURE that your child's religious affiliation/denomination is entered on the online application form due to **Fort Hill IPS** being an integrated school.

## Admissions criteria for entry September 2025

The first criteria as set out below will be applied to 'OTHER.' That is, those with non-Protestant and Non-Catholic religious backgrounds or who have no religious affiliation. A maximum of 10% of available places will be awarded to families within this group.

The criteria will then be applied separately to Protestant and Catholic applicants in such a way as to allocate the remaining places as close as possible to a ratio of 65% Protestant and 35% Catholic in order to reflect the local demographics.

The Board of Governors reserves the right to seek information regarding the religious affiliation of the applicant. If you're religious affiliation is not put on the form your child will be considered in the majority tradition category.

### Year 1 Intake

In the event of there being more applications than places available then the following admissions criteria will be applied in the following order:

1. Children with Fort Hill Integrated Primary as a 1<sup>st</sup> choice.
2. Children who have a sibling of the family enrolled in Y1 to Y7 at Fort Hill IPS; *'Sibling' as defined in Department of Education Circular 2016/17 revised Oct 2018.* Full name of sibling and dates attended should be provided for verification.
3. Children who are currently attending Fort Hill Integrated Nursery Unit.
4. The child who is the first or only child of the family. *'Child of the family' as defined in Department of Education Circular 2016/17 revised Oct 2018* in the case of twins, if one twin meets the criteria sufficiently to be allocated a place, the other will be considered as having a sibling at the school i.e. criterion 2.
5. A child whose parent/guardian is a permanent employee of the Primary School or Nursery Unit.
6. A child with older siblings of the family who had once attended the Primary School. Full name of sibling and dates attended should be provided for verification.
7. Other compulsory school aged children.

**It is the parent's responsibility to ensure that all information which is relevant to the admission criteria is included on the statutory application form, even if it is information already known to the school.**

### Tie-Breaker

If over-subscribed after applying all the above criteria, then children who live closest to the school, as measured by road to the main front door of the school building using Google Maps will be given priority. Should the measurement of distance prove inconclusive preference will be given to the eldest first as shown on the birth certificate.

Applicants should note that where an address contained within an application qualifies it for admission there may be a requirement for that address to be verified.

**All verifying documents, such as your child's birth certificate, must be submitted to your first choice primary school before 4.00pm on 29 January 2025.**

### **DUTY TO VERIFY**

## Admissions criteria for entry September 2025

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**

Should a vacancy arise after the Open Enrolment Procedure concludes, all applications that were initially refused, 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 31<sup>st</sup> October 2025. The school will contact you if your child gains a place in the school by this method. Should we not have a response as to whether or not you wish to take up the place within 24 hours, the place will be offered to the next child on the waiting list.

Your child's name will be automatically added to the list. You are asked to contact the school if you wish your child's name to be removed from the list.

### **ADMISSION TO P2 – P7**

The same criteria for Year 1 will apply.

<b>APPLICATIONS AND ADMISSIONS TO PRIMARY 1</b>		
<b>Year</b>	<b>Total Applications</b>	<b>Total Admissions</b>
<b>2022/2023</b>	<b>30</b>	<b>30</b>
<b>2023/2024</b>	<b>30</b>	<b>30</b>
<b>2024/2025</b>	<b>31</b>	<b>30</b>