

Telephone: 028 9267 4901

Fax: 028 9262 9073

E-Mail: info@stjosephsps.lisburn.ni.sch.uk

Website: www.stjosephsschool.org

Principal: Miss Cristiona McGuinness

Chair of Board of Governors: Mrs Gemma Plumb

RESPECTIVE FUNCTIONS OF THE BOARD OF GOVERNORS AND PRINCIPAL IN RELATION TO ADMISSIONS

The Board of Governors delegates responsibility for applying the admissions criteria to a Sub-Committee, annually.

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.

Year 1 Intake

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

Eligible children of compulsory school age who:-

- 1 Have a brother or sister, half-brother/half-sister, step brother/step sister, enrolled in St Joseph's P.S and indicate this on the application form
- 2 Have had a brother or sister, half-brother/half-sister, step brother/step sister, enrolled in St Joseph's P.S and indicate this on the application form
- 3 Are children of the current (2025/26) permanent employees of the school and indicate this on the application form
- 4 Are the eldest or only child in the family and reside in the Parish of Blaris and indicate this on the application form
- 5 Reside in the Parish of Blaris
- 6 Reside outside the Parish of Blaris.

In the event of being over-subscribed in any of the above categories, the following sub- criteria will be applied:

Children will be admitted on the basis of the initial letter of their surname as written on their birth certificate in the order set out below:

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

In the event of surnames beginning with the same initial letter, as outlined above, the subsequent letters of the surname will be used in strict alphabetical order.

In the event of two identical surnames, the alphabetical order of the initials of the forenames will be used.

Parents, please note that it is your responsibility to provide all relevant information on, or with, the application, or to the first preference school.

Proof of name (birth certificate) and proof of address of the parent or legal guardian of the child (utility bill/bank statement) **must be** provided to your first choice primary school before 4pm on 21 January 2026. A duty to verify other details will be applied if necessary.

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.

WAITING LIST POLICY

Should a vacancy occur after the official letters have been sent to parents on 23rd March 2026, applications that were initially refused, new applications, late applications and applications where new information has been added will be treated equally and the published criteria applied.

If you wish your child to be placed on this waiting list, you must contact the school directly by Friday 19th May 2026. This waiting list will be in place until 31 August 2026.

The school will contact you by telephone if a place becomes available.

ADMISSION TO P2 – P7

Applications will be considered within the limits of the school's total enrolment numbers where places are available in a year group. The maximum number in any class will not exceed 30.

APPLICATIONS AND ADMISSIONS TO PRIMARY 1

Year	Total Applications	Total Admissions
2023/2024	49	49
2024/2025	58	58
*2025/2026	45	45

****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)***