

**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](mailto:brownleeprimary@yahoo.co.uk)**  
**School Website: [www.brownleeprimary.org](http://www.brownleeprimary.org)**

**Principal: Mr Paul Montgomery**  
**Chair of Board of Governors: Mr Gordon Lindsay**

## **Open Day**

We are pleased to offer the opportunity for prospective parents to visit Brownlee Primary School on **Thursday 7<sup>th</sup> December 2023**. There will be two tours of the school, led by the principal and these will take place at 10.00am and 1.15pm. These tours will provide prospective parents with the opportunity to view the school on a normal working day. In order to accommodate all parents who wish to attend our Open Day, we are requesting that parents book a place, in advance, by calling the school secretary on 028 92665635 between 9.00am and 3.00pm. If there is a significant demand for places, then a further Open Day may be held during January 2024. Should this take place, details will be posted on the school's website.

Our school website also contains a short, informative video illustrating the day-to-day life and atmosphere of Brownlee Primary School, as well as photographs and other information. A PDF copy of the school's prospectus is also available on the website and a paper copy of this can also be collected from the school's Reception Office.

## ***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.

Priority will be given to children who will have attained compulsory school age at the time of their proposed admission, including those children whose parents deferred their admission to primary school in September 2023 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.

## ***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 9 January 2024 at 12noon (GMT) and an application submitted by the closing date of 26 January 2024 at 12noon (GMT) will be treated as a punctual application. An application received after 12noon (GMT) on 26 January 2024 and up to 4 pm on 31 January 2024 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 31 January 2024 no applications will be processed until after the close of procedure on 25 April 2024.

## **Year 1 Intake**

Priority will be given to children who will have attained compulsory school age at the time of their proposed admission. If the school is over-subscribed, pupils will be admitted according to the following criteria 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 have a parent who attended the school. *(Dates of attendance should be included)*
- 7 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 or with the application or provided to the first preference school.**

### ***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***

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. Should a parent wish to remain on the waiting list beyond this period, an AP1 application form must be submitted to the school.

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 initially be added to the waiting list until the end of June 2024. Please contact the school if you wish for your child's name to be removed from the list.

### **Y2-Y7 Intake**

As above.

<b>FIRST PREFERENCE APPLICATIONS AND ADMISSIONS TO PRIMARY 1</b>		
<b>Year</b>	<b>Total Applications</b>	<b>Total Admissions</b>
<b>2021/2022</b>	38	30
<b>2022/2023</b>	25	25
<b>2023/2024</b>	29	29