

St. Michael's Primary School
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Catholic Maintained School
Co-educational

Enrolment No: 409
Admission No: 58

Principal: Mrs Bronagh McCann
Chairperson of the Board of Governors: Mr A Sands

Respective Functions of the Board of Governors and Principal in relation to Admissions

The Board of Governors has drawn up the school's admissions criteria and has delegated to the principal its function and responsibility in relation to the application of the criteria and the admission of pupils to the school.

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

In the event of the school being over-subscribed the Board of Governors in consultation with the Principal, will apply the following criteria in the order set down:

1. Children of compulsory school age who at date of application will have a child of the family* attending this school in the school year 2026-27 and (b) reside in the parish of Holy Rosary.
2. Children of compulsory school age who at date of application (a) have a child of the family* attending this school in the school year 2026-27 and (b) reside outside the parish of Holy Rosary.

(*For the purposes of criterion 1 and 2, Governors have adopted the definition of "child of the family" set out in Annex 1 of circular number 2024/19 issued by the Department of Education on Open Enrolment in Primary Schools. Please name the relevant child of the family on the application form.)

3. Children of compulsory school age who reside in the Holy Rosary Parish.
4. Children of compulsory school age who reside in the area of St Anthony's Parish bounded by the

following roadways: My Lady's Road, Willowfield Street, Castlereagh Road, Ladas Drive, Cregagh Road, Ardenlee Avenue and Ravenhill Road.

5. Children of compulsory school age who are a Child Looked After
6. Children of compulsory school age for whom the school is the nearest suitable school
7. Any other children of compulsory school age

A map delineating the geographical boundary of the parish of Holy Rosary is available for inspection at the school, upon request.

If oversubscribed within any one of the above criteria the Governors will award places to children based on proximity to the school.

To determine proximity, distance between the home address of the child and the School will be measured using the Ordnance Survey of Northern Ireland Ace map online measuring tool by entering the full postal address of the child's home and that of the School. This is a straight-line measurement.

Tie break

In the event that it is not possible to distinguish between applicants using distance, then, and only then, the following tie break criterion will be applied.

In a tie break situation, applicants will be selected for admission on the basis of the initial letter of the surname (as entered on the birth certificate or Court Order) in the order set out below.

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

This order was determined by a randomised selection of letters of the alphabet.

In the event of surnames 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 first forename (as entered on the birth certificate or Court Order) of the child will be used for selection using the randomized alphabetical order set out above followed by the remaining letters in normal alphabetical order.

If it is still not possible to distinguish between applicants, places will be determined by drawing lots.

When considering which children should be selected for admission, the Board of Governors will only take into account information which is detailed on the application or provided directly to the school. Parents/Guardians should therefore ensure that all information pertaining to their child and relevant to the school's admissions criteria is stated on the application or provided directly to the first preference school. Examples of such information include whether the child has brothers/sisters attending the school or is the eldest child in the family.

Documentation

Parents must provide the child's original birth certificate to the school of first preference.

To verify the home address at which the child is resident, parent(s) must provide any 2 of the following original documents. This is in addition to the standard requirement to provide a Birth Certificate in order to verify the age of a child

- A current* Bank or building society statement.
- A current* Utility bill (for electricity, gas, internet or telephone landline (not mobile).

- A letter awarding Child Benefit to the child or another letter relating to this benefit.
- A current* mortgage statement.
- A Driving Licence.
- A subsisting* rental agreement.
- A subsisting* Land and Property Services rates demand.

*Please note that for the purposes of this section “current” means dated within three months of the date of application and “subsisting” means in force or effect at the time of the application.

Printed online bills are acceptable. Baptism certificates may be provided for pupils wishing to celebrate the Sacraments during their time at primary school. NOTE: Baptism certificates are not required for pupils baptised in Holy Rosary, St Bernadette’s and St Malachy’s Parishes.

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 arise after Monday 23 March 2026 all applications for admission to P1 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 30 June 2026. The school will contact you in writing if your child gains a place in the school by this method.

Your child’s name will be automatically added to the list. Please contact the school if you wish for your child's name to be removed from the list.

Pupils seeking admission to Years 2 – 7 will be considered using the same criteria as for Year 1 admissions.

APPLICATIONS & ADMISSIONS TO PRIMARY 1

Year	Total Applications	Total Admissions
2023/24	70	60
2024/25	60	60
*2025/26	62	60

****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)***