

LAURELHILL COMMUNITY COLLEGE

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LISBURN

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Principal: Nicola Stevenson

Acting Chairperson Board of Governors: Mark Glover

CONTROLLED SECONDARY SCHOOL

AGE RANGE: 11-18

ADMISSIONS NO: 160

ENROLMENT NO: 748

OPEN EVENING INFORMATION

Parents/Carers and P6 - P7 children are very welcome to view the school on our Open Evening which will be Thursday 30 January 2025

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

The Board of Governors has established a Sub-Committee to administer the Admissions Policy. The Sub-Committee comprises two Governors of the College and the Principal.

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 Tuesday 28 January 2025 at 12 noon (GMT) and an application submitted by the closing date of Thursday 20 February 2025 at 12 noon (GMT) will be treated as a punctual application. An application received after 12 noon (GMT) on Thursday 20 February 2025 and up to 4pm on Tuesday 25 February 2025 will be treated as a late application.

It is emphasised that it is the responsibility of parents to ensure that the Transfer Application is fully completed on time. In addition, parents must ensure that all necessary, relevant information is fully recorded on the Transfer Application, or is attached to the Transfer Application. The information should clearly demonstrate how their child meets one or more of the Admissions Criteria 1-5.

The Board of Governors of Laurelhill has determined that the following criteria will be applied for admission to the College. In the event of the number of pupils applying for places in Year 8 in September being greater than the admissions number, the Admissions Criteria 1-5 will be applied in the order set out below:-

- 1 Children who have an older brother or sister¹ who was previously or is presently enrolled at the College at the date of completion of the Transfer Application (must be indicated on Transfer Application);
- 2 Children who have a parent currently employed in the school;
- 3 Children whose home address to Laurelhill Community College is closest (using Google Maps from home to school);
- 4 Laurelhill is selected as a higher preference school on transfer application²;
- 5 Children will be selected on admission on the basis of initial(s) of surname (as entered on Birth Certificate) in the order set out below:

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

This order was determined by random selection.

In the event of surnames beginning with the same initial letter the subsequent letters of the surname will be used in alphabetical order. Where there are two identical surnames, the alphabetical order of the initials of the forenames

will be used.

¹ Older brother or sister as defined by the Department of Education to include, for example, half siblings together with siblings who are adopted or fostered.

² Applications where Laurelhill is first preference will be considered before applications where Laurelhill is second preference and so forth

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 form/Transfer Form. The provision of false or incorrect information or the failure to provide information within the deadlines set by post primary schools can result in the withdrawal of a place and the inability to offer a place on the part of any school nominated on the applicant's Transfer Form.

Waiting List Policy and Arrangements in relation to applications for admission to Year 8 AFTER the 2025/2026 college year begins:

If admission becomes possible after the placement letters are issued, the above criteria will be applied, in the first instance, **to those applicants who have previously been refused a place in the College during the Transfer Procedure and then to those pupils who are on our waiting list on the day a place becomes available.**

After 1st September 2025 parents should inform the school in writing that they wish their child's name to remain on the waiting list.

APPLICATIONS AND ADMISSIONS

Year	Admissions No	Total Applications <i>i.e. All preferences</i>	Total Admissions
2022/23	175	224 *	187 *
2023/24	175	210 *	189*
2024/25	175	195*	188*

* Total applications and admissions includes children with a statement of Special Educational Need

Admissions Criteria for entry to Years 9 and onwards is available on request from the school.