LAURELHILL COMMUNITY COLLEGE
22 LAURELHILL ROAD
LISBURN
BT28 2UH
Telephone No: 028 9260 7351
Fax No: 028 9267 1843
Email: info@laurelhill.lisburn.ni.sch.uk
Principal: Nicola Stevenson
Chairperson Board of Governors: Nuala Reid

CONTROLLED SECONDARY SCHOOL

AGE RANGE: 11-18

ADMISSIONS NO: 160

ENROLMENT NO: 948

OPEN EVENING INFORMATION
Parents/Carers and P6 - P7 children are very welcome to view the school on our Open Evening which will be Thursday 5 February 2026

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 27 January 2026 at 12 noon (GMT) and an application submitted by the closing date of Thursday 19 February 2026 at 12 noon (GMT) will be treated as a punctual application. An application received after 12 noon Thursday 19 February 2026 and up to 4pm on Tuesday 24 February 2026 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 sister [1,2] who previously or are 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 address to school);

4 Laurelhill is selected as a higher preference school on transfer application;

5 Children will be selected on admission on the basis of initial(s) of surname (as entered on the birth certificate) in the order set out below:

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

This order was determined by random selection.

In the event the surnames begin with the same initial letter, the subsequent letters of the surname will be used in order of the random selection above. For example, Breslin will be allocated a place before Banner as 'R' appears before 'A' in the random letter selection.

Where there are two identical surnames, the random letter selection order of the initials of the first forename name (as entered on the birth certificate) will be used. For example, Matthew Smith will be allocated a place before David Smith as 'M' comes before 'D' in the random letter selection. In the event the forenames begin with the same initial letter, the subsequent letters of the forename will be used in order of the random selection above. For example, John Smith will be allocated a place before James Smith as 'O' comes before 'A' in the random letter selection.

Where there are two identical forenames and surnames the initials of the second forename (as entered on the birth certificate) will be used.

[1] Twins and other multiples who are the eldest in the family are treated as joint eldest children.

[2] 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.

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 2026/2027 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 2026 parents should inform the school in writing that they wish their child's name to remain on the waiting list.

APPLICATIONS AND ADMISSIONS TO YEAR 8

Year	Admissions Number	Total Applications	Total Admissions
2023/24	175	210	189
2024/25	175	195	188
2025/26*	160	154	154

The Total Admissions for year 2025/2026 includes all Year 8 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)

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