

LAURELHILL COMMUNITY COLLEGE
22 LAURELHILL ROAD
LISBURN
BT28 2UH

Principal: Mr J G Martin MEd MA BA PGCE PQH
Chairperson Board of Governors: Jonathan Craig

CONTROLLED SECONDARY SCHOOL
AGE RANGE: 11-18
ADMISSIONS NO: 175
ENROLMENT NO: 948

Telephone No: 028 9260 7351
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Email: info@laurelhill.lisburn.ni.sch.uk

OPEN EVENING INFORMATION

Parents/Carers and P6 - P7 children are very welcome to view the school on our Open Evening which will be Thursday 2nd February 2023

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

It is emphasised that it is the responsibility of parents to ensure that the Transfer Application is fully completed. 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 are the only or eldest¹ child in the family (must be indicated on Transfer Application);
- 2** Children who have an older brother or sister² who previously or are presently enrolled at the College at the date of completion of the Transfer Application (must be indicated on Transfer Application);
- 3** Children who have a parent currently employed in the school;
- 4** Children whose home address is closest to Laurelhill Community College;
- 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:

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

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 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 2023/2024 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 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
2020/21	175	167	167
2021/22	175	157	157
2022/23	175	210	175

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