

Dundonald Primary School Controlled Primary School
10 Church Green
Dundonald
Belfast
BT16 2LP
Telephone: 028 9048 2680
E-mail: dmassey429@ddps.belfast.ni.sch.uk
Website: www.dundonaldprimaryschool.net



Current Enrolment: 868
Enrolment No. 813
Admissions No. 116

Principal: Mr D Massey
Chairman of Board of Governors: Mr G Ennis

Respective Functions of the Board of Governors

The Board of Governors draws up the admissions criteria and delegates to an Admissions Sub-Committee, which includes the Principal/Vice-Principal, the responsibility for applying these criteria.

Open Evening

There will be an Open Evening on Wednesday 3rd December 2025 from 7.00pm – 8.00pm with the Principal's Welcome in the Assembly Hall at 7.10pm. This evening will provide an excellent opportunity for you to find out about our Primary School provision.

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

The admissions criteria will be applied in the following order to children of compulsory school age.

- 1. Preference will be given to those children with a brother / sister * currently in attendance at Dundonald Primary School. Please list name(s) and current class(es).**
- 2. Preference will be given to children who are enrolled during the 2025/26 year at Dundonald Primary School Nursery Unit.**
- 3. Preference will be given to children who are the eldest** or only child in the family.**

** includes half-brother/sister, stepbrother/sister, foster brother/sister*

*** eldest child is defined as "children who, at the date of their application, are the eldest child of the family to be eligible to apply for admission to the school"*

Sub Criteria

In the event of over-subscription in any of the above criteria preference be given, in the order set down, to children on the following basis:

- i. Preference will be given to the child who lives closest to the main entrance of the school.**

Distance will be measured electronically in a straight line from the child's home address to the front door of the school using Ordnance Survey of Northern Ireland co-ordinates.

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.

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.

All applicants should note that where an address contained within an application qualifies it for admission prior to a place being offered, then that address will need to be verified.

All applicants will be required to verify information at the time of original application using:

- The child's original birth certificate (essential)
- A utility bill giving current address (within the last 3 months)
- Driving licence with current address

Only 1 item of the latter 2 is necessary.

Waiting List Policy

Any parent who wishes their child to be placed on a waiting list for any year group should confirm this request in writing by the 1st September in that year. Parents should renew their request in writing at the beginning of each school year.

Should a place become available the above criteria will be applied to all children on the waiting list until the school's admission number has been reached. Preference will be given, in the first instance, to those for whom Dundonald PS was the first choice school. Should a place subsequently become available, preference will be given to second choice applicants and so on until all available places are filled.

Application for admission to Y1 after the beginning of the school year

Criteria as above.

Y2-Y7 Intake

Children to be admitted into these classes only if the total enrolment number has not been reached and if the number of each year group has not exceeded the Department of Education guidelines on permitted class sizes.

The above criteria will be applicable for admission into Y2-Y7 classes.

APPLICATIONS AND ADMISSIONS TO PRIMARY 1		
Year	Total Applications	Total Admissions
2022/2023	116	116
2023/2024	132	120
2024/2025	137	120
2025/2026	108	108