

Brooklands Primary School
Brooklands Avenue
Dundonald
Belfast
BT16 2PA

Controlled Primary School

Enrolment No. 630
Admissions No. 90

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Principal: Mrs Fiona Smart BSc, MSc, PGDE
Chair of Board of Governors: Rev R. McIlhatton

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

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

Prospective parents are welcome to book a guided tour of the school, week beginning Monday 1st to Thursday 4th December 2025 by contacting the school office.

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 following criteria will apply in the order set down:

1. Children who name Brooklands Primary School as their first preference.
2. Children who, at the date of their application, have a 'child of the family'* currently enrolled at Brooklands Primary School. Children's names and current classes must be listed.
3. Children who, at the date of their application, are the eldest child** of the family to be eligible to apply for admission to Brooklands Primary School.
4. Children who, at the date of their application, reside in the catchment area of BT16.
5. Other children.

* **Note 1** The Department of Education states that 'Child of the Family' covers a child born to a married couple or to a couple in a civil partnership; a child born to a co-habiting couple; a child born to a single parent; a child of either/any of those people by a previous marriage, civil partnership or relationship; a child living with a couple who has been treated as a 'child of the family' whether there is a marriage or civil partnership or not; a child living with an individual who has been treated as a 'child of the family'; an adopted or fostered child; a situation where, for example, an orphaned cousin is being brought up with a family or individual. The child should be a child of the family as at the date of application.

**** Note 2** Eldest Child covers only children and treats twins (or other multiples) as joint eldest. Documents which may be used to verify eldest child include the Child Benefit Letter, a letter from a member of the Clergy, Solicitor, or Public Servant such as a Health or Education professional directly involved with the family.

SUB- CRITERIA

In the event of over-subscription in the last criterion that can be applied, selection for all places remaining will be on the basis of the initial letter of the surname as entered on the Birth Certificate in the order set out below:

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

The order was determined by a randomised selection of letters, using [Random Website](#).

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 alphabetical order of the initials of the forenames will be used.

It is the parents' responsibility to ensure that any information which is relevant should be included on or with the application or provided to the first preference school.

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

The school's Policy on the consideration of applications after the Open Enrolment procedure concludes on the 23 March 2026 is available directly from the school or can be accessed on our school website.

ADMISSION TO P2 – P7

Pupils with the appropriate dates of birth will be admitted to Y2-Y7 only if the physical capacity of the school has not been reached and there are less than 90 in the specified year group. Criteria 1-3 above will apply.

APPLICATIONS AND ADMISSIONS TO PRIMARY 1

Year	Total Applications	Total Admissions
2023/2024	75	75
2024/2025	74	74
*2025/2026	72	72

****The Total Admissions for year 2025/2026 include 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)***