

Portavogie Primary School
New Harbour Road
Portavogie
Newtownards
BT22 1EE

Controlled Primary School

Enrolment No. 209
Admissions No. 30

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Principal: Mrs Victoria Murray
Chair of Board of Governors: Mr J Miskimmin

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.

Parents who are considering making an application to the Primary School are warmly invited to explore the school's website [Portavogie PS Website](#).

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.

Please note that it is the parents' responsibility to ensure that all relevant information regarding the stated admissions criteria is included on, or with, the application or provided to the first preference school.

Year 1 Intake

If the school is over-subscribed, pupils will be admitted according to the following criteria, applied in the order set down.

1. Preference will be given to those children with a brother/sister (half-brother/sister) currently in attendance at the school. Please list name(s) and year group(s).
2. Children whose siblings formerly attended Portavogie PS. **(Please state the family member(s) names and dates of attendance on the application form).**
3. Children who are the eldest or only child in the family.
4. Other children.

Supplementary Criterion

In the event of over-subscription in any of the above criteria, the following sub-criteria will be applied. Children who live closest by road to Portavogie Primary School as calculated by RAC Route Planner, will be given priority. Distance will be measured using the RAC Route Planner tool, with the start point being the

child's home address and the end point being the main entrance of Portavogie Primary School. The driving route distance (in miles) will be used.

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

Should a vacancy arise after the Open Enrolment procedures concludes all applications for admission to Primary One that were initially refused, new applications, late applications and applications where new information has been provided will be treated equally and the published criteria applied. This waiting list will be in place until the end of the academic year. The school will contact you in writing if your child gains a place in the school by this method. Your child's name will be automatically added to the list. Please contact the school if you wish your child's name to be removed from the list

Admission To P2 – P7

Admission criteria as for Y1 applies.

The enrolment number for each class should not however exceed 30.

APPLICATIONS AND ADMISSIONS TO PRIMARY 1

Year	Total Applications	Total Admissions
2023/2024	22	22
2024/2025	13	13
*2025/2026	22	20

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