

ABBEY COMMUNITY COLLEGE

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Website: www.abbeycommunitycollege.co.uk

Principal: Mrs Fiona Cromie BSc (Hons), PGCE, PGDip Education

Chairperson of the Board of Governors: Dr Hazel Edwards BEd, MEd, EdD, PQH

Controlled Secondary School

Age Range of pupils 11-19 years

Admissions Number: 140

Enrolment Number: 820

Open Evening

Abbey Community College will be open for visits by parents and prospective students on
Thursday 22 January 2026 from 6.30pm to 9.00pm

ADMISSIONS CRITERIA FOR ENTRY INTO YEAR 8

During the admissions procedure when applying the criteria punctual applications will be considered before late applications are considered. The application procedure opens on 27 January 2026 at 12 noon (GMT) and an application submitted by the closing date of 19 February 2026 at 12 noon (GMT) will be treated as a punctual application. An application received after 12 noon (GMT) on 19 February 2026 and up to 4pm on 24 February 2026 will be treated as a late application.

Respective functions of the Board of Governors and Principal in relation to Admissions to Abbey Community College

The Admissions Criteria for Abbey Community College have been agreed by the Board of Governors. The application of the criteria has been delegated to the Admissions Sub Committee which includes the Principal. When considering students for admission, the Board of Governors will **only** take into account information which is detailed on or uploaded with the online application form.

Criteria for Admission of Students

1. Applicants resident in Northern Ireland, at the time of their proposed admission, will be selected for admission before any applicant not so resident may be selected.
2. Applicants who, at the date of their application, have a child of the family* currently enrolled at the school.
3. Applicants who, at the date of their application, are the eldest child of the family** eligible to apply to a mainstream, post-primary school.
4. Applicants who live closest to Abbey Community College as decided by digital measurement of a straight line from the front door of their home to the front door of the school using the map on www.spatialni.gov.uk and an Ordnance Survey Spreadsheet to calculate distance in metres. All addresses **must** be verified by proof of address e.g. Utility Bill.
5. In the event of oversubscription students will be admitted by a criterion that prioritises applicants where the letters of their surname (as entered on a Birth Certificate) places them on a rank established by the random selection of letters in the order set out below:

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

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.

DUTY TO VERIFY ***

Applicants should note that it is their responsibility to ensure that they provide documents to verify information pertinent to the school's admission criteria **when submitting their Transfer Application online**. Please see guidance notes below. The provision of false or incorrect information or the failure to provide verifying documents by the required deadline may result in the withdrawal of a place.

ADMISSIONS TO YEAR 8 AFTER 1 SEPTEMBER 2026

Parents wishing to have their child considered for admission after 1 September 2026 should write to the Principal clearly stating this. In the event of a vacancy the above criteria will be applied to these applications.

Applications and Admissions to Year 8

Year	Admissions Number	Total Applications	Total Admissions
2023/24	140	144	140
2024/25	140	138	135
2025/2026*	140	125	140

****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)

APPLICATIONS FOR ADMISSION OTHER THAN YEAR 8

When applications are received for year groups 9-14, the enrolment numbers in each year group will be considered alongside student numbers in practical groups. If these numbers are at maximum levels, a waiting list will be compiled.

- Applicants must be resident in Northern Ireland at the time of application
- Each application will be considered by the Admissions Committee of the Board of Governors
- In the event that there are more applicants than places available, the following criteria will be considered in this order:
 1. Applicants who, at the date of their application, have a child of the family* currently enrolled at the school.
 2. Behaviour Report from previous school.
 3. Academic School Report from previous school.
 4. Attendance Record (Registration Certificate) from previous school.
 5. Applicants who live closest to Abbey Community College as decided by digital measurement of a straight line from the front door of their home to the front door of the school using the map on www.spatialni.gov.uk and an Ordnance Survey Spreadsheet to calculate distance in metres. All addresses **must** be verified by proof of address e.g. Utility Bill.
- If there are no places available, Parents / Guardians will be asked in writing if they wish their child's name to be added to the waiting list. The waiting list will expire at the end of the academic year on 31 August 2027.

GUIDANCE NOTES

*** Child of the family – brother, sister, step-brother, step-sister, adopted/fostered child or child living permanently in the same household.**

**** Eldest Eligible Child – child is the oldest child in the family eligible to transfer to post primary school - an only child, the oldest child applying for a mainstream post-primary place, the child is more than 7 years younger than their next sibling, the family has moved into the area and this is the first child eligible to apply to the school.**

***** Verifying Documents**

Criterion 3 – A letter (on letter headed paper) stating the child’s name, date of birth and that they are the eldest eligible child of the family to apply for mainstream school. This letter will be accepted from the following:

- Primary School Principal/P7 teacher
- GP/Medical Professional
- Reverend/Vicar/Church Official

Criterion 5 – A copy of a Utility Bill or other household letter, showing current address and dated within 3 months of application.

Please upload all verifying documents to the EA Admissions Portal at the time of application.