

BALLYCLARE SECONDARY SCHOOL

Doagh Road

Ballyclare BT39 9BG

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Website: www.ballyclaresecondary.co.uk

Principal: Mrs K O Bell BA(Hons) Adv Cert Ed PQH

Acting Principal: Mrs W Shingleton

Chairperson of the Board of Governors: Mrs Zoe Lutton

Controlled Secondary School

Age Range of Pupils: 11-19

Admission Number: 180

Enrolment Number: 960

Open Day: Monday 5th January 2026 2.00-4.00pm

Respective functions of the Board of Governors and Principal in relation to Admissions to the school.

The Board of Governors formulate and review the Admission Criteria and delegates to an Admissions Sub-Committee, which includes the Principal, the responsibility for applying these criteria.

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 Tuesday 27th January 2026 at 12 noon (GMT) and an application submitted by the closing date of Thursday 19th February 2026 at 12 noon (GMT) will be treated as a punctual application. An application received after 12 noon (GMT) on Thursday 19th February 2026 and up to 4pm on Tuesday 24th February 2026 will be treated as a late application.

In the event of over-subscription, the following criteria will be applied in the order set down in determining those children to be admitted to Year 8:-

1. Children whose parent/guardian has indicated a first or second preference for Ballyclare Secondary School.
2. Children for whom Ballyclare Secondary School is the nearest controlled secondary school to their normal place of residence. Note - a straight line on an Ordnance Survey Map will measure the distance from a child's parental home to the front entrance of the school i.e. the distance 'as the crow flies'.
3. Children who have siblings currently enrolled at the school or who are former pupils. Note - Reference to sibling includes brother/ sister, half/step/long-term foster brother/sister/ adopted brother/sister.
4. Children who are the eldest child or only child in the family.

If applicants are still tied at Criteria 4, then priority shall be determined amongst these tied applicants according to the placement of their surname in a rank order, randomly developed, of all of the letters of the alphabet (if applicants have the same surname then first forename shall then be used). The randomised order is as follows: N G K S E I Q T R Mac U O A P Z V F J Y B M H Mc C W L D X.

If applicants are still tied after this, then priority will be determined amongst them by a method of random selection.

Applicants should be aware that Article 16 of the 1997 Education Order requires that the Board of Governors will provide for children resident in Northern Ireland at the time of their proposed admission to Ballyclare Secondary School to be selected for admission to the school before any child not so resident may be selected for admission.

Duty to Verify

Applicants should note that they may be required to produce documents verifying their address or information pertinent to the school's admission criteria. When considering which children should be selected for admission, the Board of Governors will **only** take into account information which is detailed on or attached to the online application form. Parents should therefore ensure that all information pertaining to their child and relevant to the school's admissions criteria is stated on the online application form or attached to it.

The school's policy on the consideration of applications after the Transfer Procedure concludes towards the end of August 2026 is available directly from the school, or can be accessed on our school website www.ballyclaresecondary.co.uk and parents should note that should a vacancy arise, the above criteria will be applied to select pupils from our waiting list.

Applications and Admissions to Year 8

Year	Admissions Number	Total Applications	Total Admissions
2023/24	180	189	180
2024/25	180	190	180
2025/2026*	180	193	193

****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)

Criteria for admission to Years 9 to 12

When considering the offer of a place the Board of Governors must be satisfied that an offer of a place would be in the best interest of the pupil and the school.

1. Children for whom Ballyclare Secondary School is the nearest controlled secondary school to their normal place of residence. Note - a straight line on an Ordnance Survey Map will measure the distance from a child's parental home to the front entrance of the school i.e. the distance 'as the crow flies'.
2. Children who have siblings currently enrolled at the school or who are former pupils. Note - Reference to sibling includes brother/ sister, half/step/long-term foster brother/sister/ adopted brother/sister.
3. Children who are the eldest child or only child in the family.

If applicants are still tied at Criteria 3, then priority shall be determined amongst these tied applicants according to the placement of their surname in a rank order, randomly developed, of all of the letters of the alphabet (if applicants have the same surname then first forename shall then be used). The randomised order is as follows: N G K S E I Q T R Mac U O A P Z V F J Y B M H Mc C W L D X. If applicants are still tied after this, then priority will be determined amongst them by a method of random selection.