Primate Dixon Primary School
4 School Lane
Coalisland
DUNGANNON
BT71 4NW

Maintained Primary School

Enrolment Number: 610
Admissions Number: 87

Telephone No: (028) 8774 6044
Email: sdillon144@c2kni.net
Website: http://www.primatedixonpscoalisland.org

PRINCIPAL: Mr Seán Dillon
CHAIR OF BOARD OF GOVERNORS: Mrs Catherine Sheeran

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 the Principal, the responsibility for applying these criteria. Any reference herein to the term the Board of Governors includes the Principal appointed by the Board of Governors for the purposes of applying the admissions criteria.

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.

Criteria will be applied in the order set down to admissions at initial enrolment and at any other transfer from another school.

1 Children of school age, i.e. who have reached their fourth birthday on or before 1 July 2025, who normally reside in the parish of Coalisland. (Parish of Ballyclog and Donaghenry – a map of the parish is available for inspection at the school).
2 Children from other areas.

In the event of oversubscription in any one of the above criteria taken in order, the following sub-criteria will be applied in the order set down.

(a) Children for whom first-preference applications were made for places, whether successful or unsuccessful, in Primate Dixon Nursery in September 2025.
(b) Children who have a child of the family enrolled in Primate Dixon Primary School or who are eldest in family.
(c) Other children.

If oversubscribed in any one of the sub-criteria taken in order the selection for the remaining places will be on the basis of a randomly selected order of **surnames** as set out below:-

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

In the event of two or more surnames beginning with the same initial letter the subsequent letters of the surname will be used in alphabetical order.

In the event of two or more surnames beginning with Mc, the subsequent letters of the surname will be used in the random order set out above.

In the event of two identical surnames the alphabetical order of the initials of the forename or subsequent letters of the forename if necessary will be used and if required thereafter subsequent forenames.

Supporting Documentation

If applying in January these documents must be submitted by 4pm on 29 January 2026.

To enable the Board of Governors to verify addresses, all applicants should provide **any two** of the following four documents.

- A letter awarding Child Benefit to the child or another letter relating to this benefit.
- Letter attached to the child's medical card which shows address at which the child is resident.
- A utility bill (for instance electricity, gas, television License, telephone) which shows the address at which the child is resident.
  (All utility bills must be less than three months old/mobile phone bill is not acceptable)
- A mortgage statement/rental agreement, which shows the address at which the child is resident.

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

If there are more applications than places available, the school will operate a waiting list policy as set out below:-

Should a vacancy arise after 25 April 2026 all applications for admission to Primary 1 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 30 June 2026. The school will contact you in writing if your child gains a place in the school by this method.

Your child's name will automatically be added to the list. Please contact the school if you wish for your child's name to be removed from the list.

ADMISSION TO P2-P7

Admission to these classes, and to Primary 1 beyond 1 September 2026, will be based on the above criteria provided that such an admission does not, in the opinion of the School Principal, prejudice the efficient use of school resources and/or provided that classes in any year group do not exceed 30.

APPLICATIONS & ADMISSIONS TO PRIMARY 1

Year	Total Applications	Total Admissions
2023/2024	**73**	**73**
2024/2025	**84**	**84**
***2025/2026**	**74**	**74**

****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)

Parents are very welcome to make arrangements to come along and view the school