



**HAZELWOOD**  
INTEGRATED COLLEGE

# ADMISSIONS CRITERIA



**Tes Schools Awards 2022**

**Winner: Secondary School  
of the Year**

Hazelwood Integrated  
College



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# ADMISSIONS CRITERIA



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

The Board of Governors delegates to an Admissions Committee consisting of the Principal, Vice Principal and two Governors, the responsibility for applying the College admissions criteria in the selection of Year 8 students. Selections are approved by the Board of Governors. The Senior Leadership Team and Assistant Principal for Additional Educational Needs will liaise with the Education Authority in relation Special Educational Needs (SEN) admissions.

## INFORMATION ON LATE APPLICATIONS

The application procedure opens on Tuesday 28th January 2025 at 12 noon and an application submitted by the closing date of Thursday 20th February 2025 at 12 noon will be treated as a **punctual** application. An application received after 12 noon on Thursday 20th February 2025 will be treated as a **late** application.

Punctual applications will be considered before late applications. If all available places are awarded to punctual applications, those who have submitted late applications **will not be awarded a place.**

## ADMISSIONS CRITERIA FOR ENTRY OF PUPILS TO YEAR 8 SEPTEMBER 2025

Hazelwood Integrated College is an all-ability, co-educational, integrated school.

The Board of Governors seeks to maintain a reasonable balance between Catholic and Protestant students as outlined in the statement of principles of the Northern Ireland Council for Integrated Education.

In order to maintain a reasonable balance, the College admissions criteria will be applied separately to applicants as follows:

- 35% of places assigned to students within the Catholic category
- 35% of places assigned to students within the Protestant category
- 30% of places reserved for 'others' who may be from a mixed tradition background, from a different religious/ethnic background, or from those of no religious affiliation.

The criteria set out below will first be applied to members of 'Other' traditions in the order set down and then to the Protestant and Catholic traditions. In the event of there being fewer applications from either of the two main traditions than there are places available for that tradition, the balance of places will be allocated to the remaining main tradition, and to 'Other' traditions equally. In the event of there being more applicants than places available, the Board of Governors has determined that the following criteria shall be applied in the order set down.

## ADMISSIONS POLICY

Please Note: When considering which children should be selected for admission, the Board of Governors will only take into account information which is detailed on or uploaded with the Transfer Application. Parents should ensure that all information pertaining to their child and relevant to the school's admissions criteria is stated on the Transfer Application or uploaded with it.

Religious affiliation will be determined by information supplied on the Official Online Transfer Application. It is the responsibility of parents/guardians to designate students using the wording 'Catholic', 'Protestant' or 'Other' to categorise their child's religion.

### The following criteria will be applied separately to each religious category:

- 1 Applicants who nominate Hazelwood Integrated College as either their **first** or **second** preference on their Transfer Application.  
*If Criteria 1 is oversubscribed, Criteria 2, 3 & 4 will be applied in that order.*
- 2 Applicants who have a sibling (child of the family<sup>1</sup>) **currently** in attendance at the College (Indicate full name and **current year group**).
- 3 Applicants who currently attend/attended for the majority of their primary school years, a Grant Maintained / Controlled Integrated Primary School (not in order of preference) as defined in the Education Reform Order (1989).
- 4 Applicants who are the eldest eligible child<sup>2</sup> in the family.

In the event of a tie occurring in the categories above (1, 2, 3 & 4) in the order set down, priority will be determined according to application of a randomised computer selection of letters.

### Random Computerised Selection of Alphabet:

The order was determined by a randomized selection of letters.

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

In the event of surnames beginning with the same initial letter, the subsequent letters of the surnames are used in alphabetical order. In the event of two identical surnames, the alphabetical order of the initials of the forenames will be used.

In the event of two pupils having exactly the same name, the date of birth, as entered on the birth certificate, will be used as a tie breaker with the eldest child being ordered first.

In accordance with DE Circular 2022/15 and Article 2(2) of the Domestic Proceedings (NI) Order 1980:

1. **'Child of the family'** is defined as Individuals who have both parents in common or children who reside with the same family at the candidate's normal home address (including foster, adoptive children and stepbrothers and sisters living with the candidate at their normal home address)
2. **'Eldest eligible child'** is defined as:
  - The eldest or only child in the family. Eldest sibling twins (or other multiples) will be regarded as joint eldest.
  - The "eldest child" criteria will also apply in the case where a family has not had the opportunity to enrol an elder child, such as in cases where the elder child could not attend mainstream school (e.g., attends a special school) or where a family has relocated to Northern Ireland.
  - This also includes children whose next eldest sibling who is more than 7 school years older.

Please Note: Evidence of 'eldest child' status must be provided by **uploading a verifying letter to the online transfer application** stating that the child is the eldest/only eligible child and that the child and family are known to the verifier. It must be written on headed notepaper and signed by one of the following who is not a member of the applicant's family:

- A medical practitioner
- A solicitor
- A clergyman or equivalent
- A primary school principal

### **The religious tradition of a pupil will be determined by:**

Information supplied to the College by the parent/guardian via the online enrolment portal.

If this information is not supplied, the category of primary school which the pupil attended i.e., Integrated, Controlled or CCMS will be used to categorise the application. In the event of the Governors being unable to decide the religious tradition, then the applicant will be deemed as 'Other'.

## 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 applicant's Transfer Application and reserves the right to seek confirmation of any information supplied.

If the requested evidence is not provided to the Board of Governors by the deadline given in communication with the applicant, this will result in the withdrawal of an offer of a place. Similarly, if information is supplied which is found to be false or misleading in any material way, the offer of a place will be withdrawn.

## YEAR 8 WAITING LIST POLICY

Any student that has initially not gained a place will remain on the transfer list and in the event of a vacancy the above criteria will continue to be applied up until 31 August 2025.

## Applications and Admissions

Year	Admissions No	Total Applications <i>i.e.</i> <i>All preferences</i>	Total Admissions
2022/23	175*	253	175*
2023/24	175*	272	175*
2023/24	175*	213	175*

Figures do not include children admitted with a statement of special educational needs

\*Figure includes Temporary Variation/Temporary Admissions increase

## CRITERIA FOR ADMISSION TO YEARS 9 AND ONWARDS

Available on request from the school



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