

Convent of Mercy Nursery School
Folly Lane
Downpatrick
BT30 6NF

Maintained Nursery School
Admissions No: 52 (Full-time)
Nursery Opening Times: 8:30am – 3:30pm
Session Times: 9:00am – 1:30pm

Principal: Miss S Donoghue
Chair of Board of Governors: Mrs S Slavin
Open Afternoon: 7 January 2019 – 2:30pm – 5:00pm

Telephone: 028 4461 4682

Respective Functions of the Board of Governors and the 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.

Admissions Criteria

In response to the Regulations issued by the Department of Education, the Board of Governors have drawn up the following Admissions Criteria.

Children who are not normally resident in Northern Ireland at the time of proposed admission will not be considered for places until all children who reside in Northern Ireland have been considered. The Board of Governors have determined that, in the event of more applicants than the places available, the following criteria will be applied in the order set down, to select children for the available places.

- 1 Children from socially disadvantaged circumstances who were born between 2 July 2015 and 1 July 2016.
- 2 Other children born between 2 July 2015 and 1 July 2016.
- 3 If any places remain vacant after the above criteria have been applied, applications will be considered from children born between 2 July 2016 and 1 July 2017. Places will be allocated in strict chronological order (reference date of birth – eldest first).

Note: Children from 'socially disadvantaged circumstances' means a child whose parent is in receipt of (i) Income Support, or (ii) Income-based Jobseeker's Allowance, or (iii) an award of Income Support which has been converted into an Employment and Support Allowance and the level of benefit remains the same, or (iv) Universal Credit. When parents apply for places for their child on this basis they must have their Benefit Verification stamped by the Social Security/Jobs and Benefits Office to confirm that they are in receipt of a qualifying payment. This should then be sent by the parent directly to the provider of first preference.

Admissions Sub-Criteria:

In the event of more pupils satisfying the last criterion, which can be applied, then selection for the remaining places will be on the basis of the following sub-criteria in the stated order.

- (a) Children in their penultimate pre-school year who are currently attending the Convent of Mercy Nursery School.
- (b) Looked after children (LAC) who are in their final pre-school year, defined by the Children NI Order 1995 as children who are in the care of a Trust or who are provided with accommodation by the Trust and have been referred to us by Social Services.
- (c) Children residing in the Parish of Downpatrick. (*)
- (d) Children residing outside the Parish of Downpatrick.

(*) Home is the child's permanent place of residence during the application process – it is not the child minders or relatives address)

In the event of oversubscription in any of the above criteria, preference will be given to:

- (i) Those applicants who have listed Convent of Mercy NS as their first preference.
- (ii) On the basis of initial letter of the surname in the randomised order set out below which was created using Random.org. The surname used will be as registered on the child's Birth Certificate or as subsequently legally changed and documented.

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

The randomised selection will change each year using Random.org.

In the event of surnames beginning with the same initial the subsequent letters of the surname will be used in alphabetical order. In the case of a doubled barrelled surname the first surname will be used.

In the event of two or more children having identical surnames the alphabetical order of the initials of the forenames will be used. In the event that two or more children have the identical forename and surnames, selection will be made by allocating them a rank number and using Random.org to select the order.

Documentation submitted in support of your application should be provided directly to the first preference school before noon 8th February 2019. If the requested evidence is not provided to the Board of Governors by the deadline, this will result in the withdrawal of an offer of a place.

Verification Documents

'Age – any ONE of the following original documents

- Child's Birth Certificate
- Child's adoption certificate
- Medical card – in the process of adoption or have been awarded the care of the child. (Once they receive the original Birth Certificate they MUST present it to the school)'

'Address – any TWO originals of the following with a date within the last three months when provided as evidence.

- Bank building society statement
- Utility bill (ie electricity, gas, home telephone number, credit cards)
- Letter awarding Child Benefit or relating to this benefit
- Medical letter regarding the child
- Addressed payslip
- Mortgage statement
- Rental agreement
- Land and Property Service rate demands

The necessary documentation can be provided to the school between 8.30am – 3.30pm Monday to Friday.

Postal submissions of the birth certificate or proof of address should include the original documentation and a stamped addressed envelope for return of the evidence submitted.

The Admissions Criteria will be applied by a Selection Committee consisting of the Principal and three Governors, subject to the final approval of the Board of Governors. If parent(s)/guardian(s) have any difficulty in completing the form they should consult the Principal.

CHILDREN IN THEIR PENULTIMATE PRE-SCHOOL YEAR

In the event of there being places remaining after applying the criteria to all children in their final pre-school, i.e. those born between 2 July 2015 and 1st July 2016 (inclusive), those remaining places will be allocated to children in their penultimate pre-school year, i.e. those born between 2nd July 2016 and 1st July 2017 (inclusive). The places will be allocated according to chronological age, beginning with the oldest.

Applications after 1 September 2019

The same criteria will be used for applications after September 2019, in accordance with the school's waiting list policy.

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 form.

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

The Waiting List Policy is available directly from the school. Should a vacancy arise after issue of placement letters, all applications for admission 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.