

Forge Integrated Pre-School Playgroup  
20 Carolan Road  
Belfast  
BT7 3HE

Voluntary Playgroup  
No of Funded Places (Part-time): To be determined  
Session Times: Monday to Friday – Morning Session: 8:45am – 11:45am  
Afternoon Session: 12:30pm – 3:00pm

Person in Charge/Leader: Stephanie Cherry  
Chair of Management Committee: Joanne Taggart

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Website: [www.forgeips.co.uk](http://www.forgeips.co.uk)

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### Respective Functions of the Management Committee and Playgroup Leader in relation to admissions.

The Management Committee has drawn up the school's admissions criteria and has delegated to the leader its function and responsibility in relation to the application of the criteria and the admission of pupils to the school.

### Admissions Criteria

The following criteria will be applied in the allocation of places.

- 1 Children from socially disadvantaged circumstances who are in their immediate pre-school year.
- 2 Other children in their immediate pre-school year.

**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.**

### Sub-criteria

If applications meeting the statutory criteria exceed the number of funded places available, the following sub-criteria will be applied in the order set down:

- (a) Children who have brothers or sisters currently attending or previously attended the playgroup.
- (b) Children who have brothers or sisters currently attending Forge Integrated Primary School.
- (c) Children who have brothers or sisters who previously attended Forge Integrated Primary School.
- (d) Children whose admission to the playgroup will maintain or promote a ratio of 40% Catholic children and 40% Protestant children and 20% of children from other faiths or none.

**To facilitate this process, parents/carers are asked to complete the additional Forge Integrated Pre-School Playgroup application form, available from the playgroup. This form must be completed and attached to the open enrolment application if the playgroup has been listed as a preference.**

Please note that failure to do so will mean that your application is incomplete.

In the event of over-subscription and there being a tie-break situation in the last criterion which can be applied then selection for all places remaining in this category will be on the basis of:

- 1 Children whose parents have elected Forge Integrated Pre-school Playgroup as their first preference.
- 2 Or another Integrated Pre-school Playgroup/Nursery School as their first preference (in order to honour our commitment to offer Integrated places to those parents for whom this is an important feature of their child's education) and;
- 3 In the event of there being a further tie break the initial letter of the child's surname in the order set out below:

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

### Duty to Verify

The Management Committee reserves the right to require such supplementary evidence as it may determine to support or verify information on any applicant's Application Form.

If the requested evidence is not provided to the Management Committee 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**

Should a vacancy arise after 11 June 2019, all applications for admission in 2018 that were initially refused, new applications, late applications and applications where new information has been provided will be treated equally and the publicized criteria applied.

This waiting list will be in place until 26 June 2020.

The setting will contact you in writing if your child gains a place in the setting by this method.

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

When considering which children should be selected for admission, the Management Committee will only take into account information which is detailed on or attached to the 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 application form or attached to it.