

Harmony Hill Primary School Nursery Unit
50 Harmony Hill
Lisburn
BT27 4ES

Controlled Nursery Unit
Admissions No: 52 (Part-time)
Session Times – Morning Session: 8:50am – 11:20am
Afternoon Session: 12:20pm – 2:50pm

Principal: Mrs Hilary Johnston
Chair of Board of Governors: Mrs M Potter (Acting)

Telephone: 028 9266 4501
Fax: 028 9260 3316

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 the event of there being more applications than 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 Children from socially disadvantaged circumstances who were born between 2 July 2016 and 1 July 2017.
- 4 Other children born between 2 July 2016 and 1 July 2017.

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

In the event of over-subscription in any of the above criteria the following sub-criteria will be applied in the order stated:

- (a) Children who have an older brother/sister, half brother/half sister enrolled in Y1-Y7 at Harmony Hill at the time of application – this must be stated on the application form.
- (b) Children who will have an older brother/sister, half brother/half sister enrolled in Y1-Y7 at Harmony Hill in September 2019 – this must be stated on the application form.

NB: An offer of a Nursery place may be withdrawn should the older sibling not be enrolled at Harmony Hill.

- (c) Children whose parents/guardians are employees or Governors of the school. This must be stated on the application form.
- (d) Children for whom Harmony Hill is the nearest controlled, statutory, teacher led, Nursery Unit/School.
- (e) Children who have had a brother or sister, who previously attended Harmony Hill Primary School (ie Y1-Y7). This must be stated on the application form.

Supplementary Criteria

In the event of over-subscription in any of the sub-criteria (a) – (e), preference will be given to children who live closest, as measured by the shortest walking distance on a fully recognised public thoroughfare to the front or back gate of the school grounds (whichever is nearer).

Measurement will be done using the following programme: Ordnance Survey Northern Ireland Map Shop – Map Console – Digital Measurement

A copy of the child's birth certificate MUST accompany the application form.

N.B. The school will issue a receipt for every application received. It is the responsibility of parents to ensure their application is on time and that they receive and keep the receipt. It is essential that parents include in their application all information, relevant to the above criteria, which they wish to be considered.

The Board of Governors will only take into account information stated on the application form. Parents should ensure the application form is completed taking this into account.

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

Should a vacancy arise after the Open Enrolment Procedure concludes all applications to the Nursery Unit 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 the end of the academic year. The school will contact you in writing if your child gains a place in the Nursery Unit by this method. Your child's name will be automatically added to the list – please contact the school if you wish for your child's name to be removed from the waiting list.