

Information Leaflet

Admission to Pre-School Education (after close of Stage 2 of the procedure on 11 June 2019)

Stage 2 of the pre-school admissions procedure concluded on **Tuesday 11 June 2019** with the issue of letters to notify parents of the outcome of their application (to be received by parents on Wednesday 12 June 2019).

For information – Stage 1 of the admissions procedure closed on **Thursday 9 May 2019**

**A parent of a child born on or between 2 July 2016 and 1 July 2017 can only apply for funded place in a Nursery School/Unit.*

What do you need to do now?

Information on what action, if any that you need to take depends on the position of your application at present and the options are detailed below.

1. Your child is offered a funded place in the pre-school which you listed as first preference.

Check the letter issued by the pre-school provider for details of admission arrangements or any documentation that you may need to provide to the pre-school.

2. Your child has been offered a funded place at the close of Stage 2 in a pre-school which was not your preferred preference.

As above; check the letter issued by the pre-school provider for details of admission arrangements or documentation you may need to provide to the pre-school.

If you are considering appealing the decision of the board of governors of the nursery school, nursery unit or community nursery school which did not admit your child, then **read** the Information Leaflet on School Admissions Appeal Tribunals which is available at www.eani.org.uk/admissionappeals
The appeal leaflet also refers to:-

- **no right of appeal** against a voluntary playgroup or private provider which participates in the pre-school programme; and
- **no right of appeal** if you have been offered a part time afternoon place in a nursery school/unit as opposed to a part time morning place or vice versa.

An Admission Appeal also:-

- **cannot consider** domestic circumstances such as childminding, work or transport arrangements to and from school; and it
- **cannot consider** your eligibility to receive a benefit as defined under the ‘Socially Disadvantaged Circumstances’ criterion when making application for a funded pre-school place. Your eligibility to receive a benefit as listed would be considered by your local Social Security/Jobs & Benefits Office which is a separate process to the pre-school admissions procedure (e.g) if you were on tax credits and not as yet transferred to Universal Credit. Information on the benefits as defined under ‘Socially Disadvantaged Circumstances’ can be accessed on the Pre-School - General Information – www.eani.org.uk/admissions

3. Your child has not been offered a funded pre-school place at the close of Stage 2.

If you have received a letter from the Education Authority advising that your child has not been offered a funded place for September you should:-

- consult the list of pre-school providers that may have funded places available at the close of Stage 2. This document is published on the Education’s Authority’s website at www.eani.org.uk/admissions

- identify those pre-school providers that you wish to consider your child's application. Study the provider(s) admission criteria, which can be accessed on the web-link above.
- do not select pre-school providers which you had listed as a preference on your original application form. **Please note:** some Nursery Schools/Nursery Units offer full-time and part-time education provision and in these cases the full-time / part-time are separate preferences for that pre-school. Where a provider in this case offers full-time but have no places left you may wish to check if they have part-time places available from the list as mentioned above. You should check the admissions criteria of the provider you are choosing to identify what provision they provide or you can contact the provider to check the provision they offer. The admissions criteria can be accessed under www.eani.org.uk/admissions -- Find a Pre-School and read the admissions criteria.
- **As soon as possible make contact with the provider and submit directly** to them a paper application form which can be accessed at www.eani.org.uk/admissions
- If you wish you may also contact any private or voluntary provider of your choice directly with regard to a fee paying place for your child.

4. Your child has been offered a funded pre-school place at the close of Stage 2 (i.e. 11 June 2019) but you want to change to another pre-school with places available you should?

- consult the list of pre-school providers that may have funded places available at the close of Stage 2. This document is published on the Education's Authority's website at www.eani.org.uk/admissions - see below:-
- identify those pre-school providers that you wish to consider your child's application. Study the provider(s) admission criteria, which can be accessed on the web-link above.
- Withdraw your Stage 2 application in writing directly with the pre-school provider who offered you a place for your child in Stage 2. This should be done either by letter or email to the provider as soon as possible.
- **As soon as possible make contact and submit directly to the provider** your new application form. Do not select pre-school providers which you had listed as a preference on your original application form. A pre-school application form can be accessed on the web-link above. The pre-school will advise you of the outcome of your application.

NOTE: If you withdraw your Stage 2 application all preferences on it become null and void. Therefore, you lose the right to be recalled should a place become vacant and you also surrender any right to appeal the decision of a nursery school/unit/community nursery school listed on the application you are withdrawing.

4.1 I had been offered a funded pre-school place at the close of Stage 2, but I now want to move to a pre-school that does not have funded places available at the close of Stage 2

- identify those pre-school providers that you wish to consider your child's application. Study the provider(s) admission criteria, which can be accessed on the web-link above.
- withdraw your Stage 2 application in writing directly with the pre-school provider who had offered you a place for your child in Stage 2. This should be done either by letter or email to the provider as soon as possible.
- Do not select pre-school providers which you had listed as a preference on your original application form. Contact the pre-school provider(s) directly to request that your child's name is placed on a waiting list for a place. Submit a new paper application form to the pre-school provider, an application form can be accessed at the web-link above.

5. You have not previously applied for a funded pre-school place and now wish to do so?

If you have not previously applied for a funded pre-school place you should:

- Consult the list of pre-school providers that may have places available at the close of Stage 2. This document is published on the Education Authority website at www.eani.org.uk/admissions
- Identify those pre-school providers that you wish to consider your child's application. Study the provider(s) admissions criteria, which can be accessed on the web-link above.
- **As soon as possible make contact** with the pre-school provider directly to confirm that there are still funded places available. Download an application which can be accessed on the web-link above and submit directly to the provider of your choice for consideration. The pre-school will advise you of the outcome of your application.
- If your preferred pre-school does not have a place available you will be advised in writing. If you have listed more than one pre-school on your 'new' application form and the first preference pre-school does not have a funded place available the application form will be returned to you by the provider. Please note that you do not have the right to appeal the decision of the board of governors of a nursery school/unit which has filled its places. You should ask the nursery school/unit to place your child's name on the waiting list in the event that a place becomes available.

6. Can I pay for my child's pre-school education?

If you wish you may also contact any private or voluntary provider of your choice directly with regard to a fee paying place for your child.

7. Where can I get further help?

Admissions Helpdesk: Telephone 028 9598 5595

E-mail: preschooladmissions@eani.org.uk