Respectful Functions of the Management Committee and Playgroup Leader in relation to admissions.
Ballybeen Women’s Centre Management Committee draws up the admissions criteria and delegates to an Admissions Sub-
Committee, which includes the Childcare Manager, the responsibility for applying these criteria.

Admissions Criteria
A timetable of pre-school admissions procedures setting out the dates by which an application is to be submitted is available
at www.eani.org.uk/admissions under ‘Pre-School Admissions’. During the admissions procedure when applying the criteria
punctual applications will be considered before late applications are considered.

The application procedure opens on 7 January 2020 at 12noon (GMT) and an application submitted by the closing date of
30 January 2020 at 12noon (GMT) will be treated as a punctual application. An application received after 12noon (GMT) on
30 January 2020 will be treated as a late application.

As the pre-school admissions procedure is in two stages the timetable also specifies the relevant dates at Stage 2 which will
determine if an application is to be considered as punctual or late.

Allocation of funded places can only be considered for those children in their pre-school year i.e. they must be born between
2 July 2016 and 1 July 2017 inclusive.

In response to the Regulations issued by the Department of Education, Ballybeen Women’s Centre (BWC) Pre-School has drawn
up the Admissions Criteria in the following order:

Statutory Criteria
1. Children from socially disadvantaged circumstances who were 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 within any of the above criteria, the following sub-criteria shall be applied in the following order:

(a) Children who have listed our pre-school as their first preference.
(b) Children who are in their immediate pre-school year who have previously attended the BWC Toddler Group.
(c) Children whose parent/family member is an employee of the organisation.
(d) Children with older brother(s) or sister(s) who have previously attended our Pre-school or Day-care Unit.
(e) Children on the basis of proximity of their parents’ home to the school as measured by RAC Route Planner.

In the event of oversubscription by application of any of the above sub-criteria, admission selection for all places remaining
will be on the basis of the initial letter of the surname as entered on the Birth Certificate in the order set out below:

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

This order was determined by a randomised selection of letters of the alphabet. In the event of surnames beginning with the
same initial letter the subsequent letters of the surname will be used in alphabetical order. In the event of two identical
surnames the alphabetical order of the initials of the forenames will be used.

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 application form.

Updated November 2019

www.eani.org.uk/admissions
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**

The pre-school policy on the consideration of applications after the Open Enrolment Procedures will be available directly from the pre-school.