

Ballymacash Primary School Nursery Unit
16 Brokerstown Road
Lisburn
BT28 2EE

Controlled Nursery Unit
Admissions No: 52 (Part-time)
Session Times – Morning Session: 8:55am – 11:25am
Afternoon Session: 12:20pm – 2:50pm

Principal: Mr S C Gray BEd MEd PQH
Nursery Unit Teacher: Mrs L McConnell BA PGCE
Chair of Board of Governors: Mr B Kelly

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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

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.

In line with the Department of Education Regulations, preference for admission is as follows:-

- 1 Children from socially disadvantaged circumstances who were born between 2 July 2016 and 1 July 2017 - both dates inclusive.
- 2 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 the Nursery Unit being over-subscribed in any of the above criteria, the following sub-criteria will be applied in order (a) – (f):

- (a) Children who have a sibling (including half/step or foster siblings) living at the same address **and** currently in attendance at Ballymacash Primary School or Ballymacash Nursery Unit; **MUST be stated on the application form.**
- (b) Children of compulsory school age who have listed Ballymacash Nursery as their first preference;
- (c) Children who have a parent or grandparent permanently employed in Ballymacash Primary School, Nursery Unit or Playgroup; **MUST be stated on the application form.**
- (d) The eldest eligible child of the family; **MUST be stated on the application form.**
- (e) Children who currently attend Ballymacash Playgroup **or** who have had a sibling previously attend the Primary School within the last 7 years **or** are Looked After Children (LAC); **MUST be stated on the application form.**
- (f) Children who live closest to the school, as the 'crow flies' from their home to the Brokerstown Road entrance of the school will be given priority. Measurement will be taken using:

http://www.freemaptools.com/how-far-is-it-between.htm*;

*If an address cannot be measured using this tool, the 'measure distance' function on Google Maps will be used. Failing that an estimation will be made manually with reference to other known measureable points using the Freemapttools website, e.g. where new developments are not yet plotted.

Should two pupils be equi-distant, the eldest child will be given priority.

If a child meets any of criterion (a), (c), (d) or (e) – it **MUST** be stated on the application form.

Should any places remain vacant after the above criteria have been fulfilled, applications will be considered from children born between 2 July 2017 and 1 July 2018 taking the oldest first.

Applications after 1 September 2020

Criteria as above.

Duty to Verify

The Board of Governors require that the following evidence is provided to the school office in support of your application by Friday 7th February 2020:

1. Verification of Age: Any one of the following original documents can verify child's age or name (e.g. child's birth certificate*, medical card, passport, adoption certificate, letter awarding child benefit);
*A copy of your child's birth certificate MUST be provided to the school.
2. Verification of Address: Any two of the following original documents can be used to verify the address at which child is resident (e.g. bank statement, utility bill, driving licence, addressed payslip, mortgage statement, rental agreement, LPS rates demand, electoral ID Card)

If the requested evidence is not provided to the Board of Governors by the submission deadline (7th February 2020), this may 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 for admission to Ballymacash Nursery Unit that were initially refused, new applications, late applications and applications where new information has been provided, will be treated equally and the above criteria applied. This waiting list will be in place until the end of the academic year.

The school will contact you if your child gains a place by this method. Your child's name will be automatically added to this list. Please contact the school if you wish your child's name to be removed from the list.

Application and Information Workshop

To assist with the filling in of online applications and to answer questions about the process, the Principal will be running information workshops on Monday 13th January 2020. These will be repeated at 9:10am, 2:10pm and 7pm. Please contact the school to book a place.