Admissions criteria for entry September 2020

Hundred Acre Wood Playgroup
38 Ballystockart Road
Comber
Newtownards
BT23 5QY

Private Playgroup
No of Funded Places (Part-time): To be determined
Session Times: Monday to Friday – Morning Session: 9:00am – 11:30am
Afternoon Session: 12:15pm – 2:45pm

Please indicate on the application form if either session is unsuitable ie am only/pm only

Person in Charge/Leader: Dorothy Kennedy
Director: Mrs Fiona McCoy
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Website: www.hundredacrewoodplaygroup.co.uk

Respective Functions of the Management/Proprietor in relation to admissions.
The Management/Proprietors draw up the admissions criteria and are responsible 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.

It is our intention to make our pre-school genuinely accessible to children and families from all sections of the local community. In order to accomplish this we will apply the following criteria for funded places in the following order:

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, Hundred Acre Wood will admit children in accordance and order of the following sub-criteria.

(a) Children already attending the group (non-funded).
(b) Children whose brothers/sisters have previously attended the group.
(c) Children who have listed us as their first preference.
(d) Age of child – oldest first.

Supplementary Criterion
In the event of one place remaining and two children with birthdays on the same day the funded place will be allocated to the child whose home (the address where the child lives with his/her main carer) is within the nearest geographical distance from the playgroup.

Duty to Verify
The Management 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 Management 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 Waiting List Policy is available directly from the Playgroup.