
Respective Functions of the Board of Governors and the Principal in relation to admissions.

The Board of Governors draws up the admissions criteria and has delegated to the Principal the responsibility of the day-to-day administration of the admissions 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 2021 at 12noon (GMT) and an application submitted by the closing date of 29 January 2021 at 12noon (GMT) will be treated as a punctual application. An application received after 12noon (GMT) on 29 January 2021 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.

The Board of Governors has determined that, in the event of more applicants than the 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 born between 2 July 2017 and 1 July 2018 (both dates inclusive) who reside in the Parish of Mullaghbawn and parts of Lower Killeavy, Upper and Lower Creggan, Dromintee and Loughgilly that form the primary school's traditional catchment area.

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 provide Benefit Verification to confirm that they are in receipt of a qualifying payment. This should be provided to the Pre-School of first preference and the application procedure for Pre-School will outline how this can be submitted.

2. Other children from socially disadvantaged circumstances born between 2 July 2017 and 1 July 2018 (both dates inclusive).

A map showing the boundaries of the Parish of Mullaghbawn and the parts of Lower Killeavy, Upper and Lower Creggan, Dromintee and Loughgilly that form the school's traditional catchment area is available for inspection in the school. This is the map which will be used to determine whether or not a child meets the requirements of criterion 1 and the other criteria giving priority to place of residence.

3. Consideration may be given to the admission of children with special educational needs where Boards of Governors feel that the school can meet the specific needs. Special educational needs means, for these purposes, a child in their final pre-school year who should be treated as having special educational needs if, in the opinion of the Board Of Governors having considered documentation provided by parents, that they have significantly greater difficulty in learning than the majority of children of their age.

(NB Documentation relating to this must be submitted by parents directly to the school at the time of making the online application)

4. Children born between 2 July 2017 and 1 July 2018 (both dates inclusive) whose brother(s)/sister(s)/half-brother(s)/half-sister(s), presently enrolled or who will be in attendance in St Mary's Primary School, Mullaghbawn during the 2020/2021 school year.
5. Other children born between 2 July 2017 and 1 July 2018 (both dates inclusive).

Admissions Sub-Criteria

In the event of more pupils satisfying the last criterion which can be applied in the order of priority set down above then selection for the remaining places will be on the basis of the following sub-criteria as in order from (a) to (d):-

- (a) Children currently on the "At Risk" register maintained by Southern Health and Social Care Trust;
- (b) Children who, in the opinion of the Board of Governors, have special home circumstances considered in the following order:-

- (i) a child who has one or both parents deceased;
 - (ii) a child whose parent has a long-term illness – medical evidence required;
 - (iii) children who are twins (or other multiple births);
 - (iv) a child from a family of three or more pre-school children;
- (c) First child in the family;
- (d) Only child in the family.

In the event of there being more applicants than places remaining for the last sub-criteria which can be applied then selection will be on the basis of chronological age, starting with the oldest. Where two children have the same date of birth final selection will be on the basis of alphabetical order of the child's surname, then the Christian name, if two children have the same surname.

Children in their penultimate Pre-School Year

- (i) Children born between 2 July 2018 and 1 July 2019 (both dates inclusive) will be selected on the basis of chronological age, starting with the oldest. Where two children have the same date of birth final selection will be on the basis of alphabetical order of the child's surname, then the Christian name, if two children have the same surname.

It is important that parent(s)/guardian(s) when submitting the application form give all the relevant supporting information and written evidence that may be needed, including the child's Birth Certificate. If a place is offered on the basis of incorrect or misleading information then the Board of Governors will withdraw the offer. All criteria will apply as at the closing date on the application form.

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 applicant's 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.

ALL applications for a nursery school place must be supported by verification details of:

- (a) address, supported by two utility/domestic bills (not driving licence or passport)
- (b) child's birth certificate

Waiting List Policy

Should a vacancy arise after the offer of places, all applications that were initially refused, new applicants, 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 is to be offered a place by this process.

Your child's name will automatically be added to the waiting list. Please contact the school should your child gain a place in another pre-school setting or that you want your child removed from the list.

Note

It is expected that all children will be toilet trained by the time of admission. If parents feel there may be difficulties with this they should contact the Principal.