

St Joseph's Primary School Nursery Unit  
8 Knockbracken Drive  
Carryduff  
Belfast BT8 8EX

Principal: Mr D Donnelly  
Head of Nursery Unit: Mrs M Rogan  
Chairperson of Board of Governors: Mrs P Neeson

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

Telephone: 028 9081 0208 (Nursery Unit)  
028 9081 3523 (Primary School)  
Website: [www.stjosephscarryduff.com](http://www.stjosephscarryduff.com)

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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 the responsibility for applying these criteria to the Principal to select children for admission to the Nursery Unit in September 2020.

### **Open Day (Parents)**

There will be an Open Morning for parents considering application to the Nursery Unit. This will take place on Monday 16<sup>th</sup> December 2019 at 9.15am – 11:30am. The school Principal will address parents at 9:30am in the School Hall.

### **Induction Day (Parents & Pupils)**

New Nursery pupils & parents/guardians are invited to meet staff on Thursday 21<sup>st</sup> May 2020 in the Nursery. The Head of Nursery will provide details prior to that date.

### **Applications**

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](http://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.

Children who are not normally resident in Northern Ireland at the time of the proposed admission will not be considered for places until all applications from children residing in Northern Ireland have been dealt with.

Parents should note that the deadline for providing new or additional information for inclusion on their child's application form is 12 noon on Friday 7<sup>th</sup> February 2020.

Legislation requires providers to give preference to children from socially disadvantaged circumstances in their final pre-school year.

### **Admissions Criteria**

The Board of Governors has determined that, in the event of more applicants than the places available, the following admissions criteria will be applied to select for the available places. The criteria will be applied in order listed.

- 1 Children from socially disadvantaged circumstances\* who were born between 2 July 2016 and 1 July 2017, who normally reside in the upper end of the Parish of Drumbo & Carryduff, which lies on the Carryduff side of Knockbracken Healthcare Park gates (includes Knockbracken Road, Brackenwood Crescent & Drive and excludes Bracken Hill, all areas on the Carryduff side of a line drawn as the crow flies between the junction of Old Saintfield Road & Saintfield Road & the junction of Ballycoan Road & Mill Road West).
- 2 Children from socially disadvantaged circumstances\* who were born between 2 July 2016 and 1 July 2017, who reside in other parts of the parish of Drumbo & Carryduff.
- 3 Children from socially disadvantaged circumstances\* who were born between 2 July 2016 and 1 July 2017, from outside the parish of Drumbo & Carryduff.
- 4 Children born between 2 July 2016 and 1 July 2017 who have siblings i.e. defined as 'a child of the family' currently enrolled in St Joseph's Primary School (i.e. any year group from Primary One to Primary Seven inclusive). This includes children who are adopted, fostered and children of either party from a previous marriage/relationship.

- 5 Children who are a Looked After Child (LAC), defined by the Children NI Order 1995 as children who are in the care of a Trust or who are provided with accommodation by the Trust.
- 6 Children born between 2 July 2016 and 1 July 2017 who normally reside in the upper end of the Parish of Drumbo & Carryduff, which lies on the Carryduff side of Knockbracken Healthcare Park gates (includes Knockbracken Road, Brackenwood Crescent & Drive and excludes Bracken Hill, all areas on the Carryduff side of a line drawn as the crow flies between the junction of Old Saintfield Road & Saintfield Road & the junction of Ballycoan Road & Mill Road West).
- 7 Children born between 2 July 2016 and 1 July 2017 who reside in other parts of the parish of Drumbo & Carryduff.
- 8 Children born between 2 July 2016 and 1 July 2017 from outside the parish of Drumbo & Carryduff.

In the event of over-subscription in any one of the above criteria nos. 1-8, then selection for the remaining places will be on the basis of the tie-breaking method set out below.

For criteria 9, 10 and 11 places will be allocated in strict chronological order within each criterion ie the children whose birthday is closest to 2 July 2017. In cases where applicants have the same date of birth selection will be made on the basis of the tie-breaking method set out below.

- 9 Children born between 2 July 2017 and 1 July 2018, who normally reside in the upper end of the Parish of Drumbo & Carryduff, which lies on the Carryduff side of Knockbracken Healthcare Park gates (includes Knockbracken Road, Brackenwood Crescent & Drive and excludes Bracken Hill, all areas on the Carryduff side of a line drawn as the crow flies between the junction of Old Saintfield Road & Saintfield Road & the junction of Ballycoan Road & Mill Road West) or children who have a sibling (i.e. defined as a 'child of the family') currently enrolled in St Joseph's Primary School (ie any Year Group from Primary One to Primary Seven).
- 10 Children born between 2 July 2017 and 1 July 2018, who reside in other parts of the parish of Drumbo & Carryduff.
- 11 Children born between 2 July 2017 and 1 July 2018, from outside the parish of Drumbo & Carryduff.

***\*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.***

### Tie-Breaking Method

In cases where it is not possible to distinguish between pupils due to oversubscription in any of the above criteria then children will be selected for admission on the basis of the initial letter of their surname (as entered on the birth certificate) in the order set out below:

B A Y N W Z I U F Mac P G R Mc C L J H K T E Q V X S M O O' D

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 letters of the forenames will be used to determine selection.

If it is still not possible to distinguish between applicants, places will be allocated by drawing lots.

When considering which children should be selected for admission, the Board of Governors will only take into account information which is detailed on or attached to the application form. Parents should therefore ensure that all information pertaining to their child and relevant to the school's admissions criteria is stated on the application form or attached to it. An example of such information includes whether the child has siblings at the school.

Please note, applications for pre-school places should be completed online through the Education Authority's admissions portal. The portal will be open for parents to complete an online application on Tuesday 7<sup>th</sup> January 2020 at 12 noon. The closing date for the receipt of punctual application is 12noon on Thursday 30<sup>th</sup> January 2020. Documentation submitted in support of your application e.g. your child's birth certificate, Benefit Verification should be provided directly to the school on or before 12 noon on Friday 7<sup>th</sup> February 2020.

Applications indicating a preference for morning or afternoon places will be considered, however there is no guarantee that the desired session will be allocated.

### **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 online application.

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.

### **Waiting List Policy**

The Open Enrolment Procedure concludes on Monday 8 June 2020. If a vacancy arises after this date, all applications for admission to Nursery that were initially refused, late applications, applications where new information has been provided and new applications received will be treated equally and the published criteria applied. The Waiting List will be in place for the duration of the 2020/21 school year. The school will contact you in writing if your child gains a place by this method. Your child's name will be added automatically to the list. Parents must contact the school if they wish to have their child's name removed from the list.