

**ST JOSEPH'S NURSERY UNIT  
8 KNOCKBRACKEN DRIVE  
CARRYDUFF  
BELFAST BT8 8EX**

**MAINTAINED NURSERY UNIT**

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

**Principal: Mr D Donnelly  
Head of Nursery Unit: Mrs P Downard  
Chairperson of Board of Governors: Mrs P Neeson**

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**Admissions No. 52**

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### **Respective Functions of the Board of Governors/Management Committee**

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 2018.

### **Session Times**

**Morning: 8:50am – 11:20am  
Afternoon: 12:20pm – 2:50pm**

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

There will be an Open Morning for parents considering application to the Nursery Unit. This will take place on Monday 18<sup>th</sup> December 2017 at 9.15am. The school Principal will address parents at 9:30am in the School Hall.

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

New Nursery Pupils & Parents/Guardians are invited to meet staff on Thursday 24<sup>th</sup> May 2018 in the Nursery. The Head of Nursery will provide details prior to that date.

### **Applications**

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.

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

### **Admissions Criteria for St Joseph's Nursery Unit**

***Parents should note that the deadline for providing new information for inclusion on their child's application form is Wednesday 28<sup>th</sup> March 2018.***

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

### **Admissions Criteria**

- 1 Children from socially disadvantaged circumstances\* who were born between 2 July 2014 and 1 July 2015, who normally reside in the upper end of the Parish of Drumbo & Carryduff, which lies on the Carryduff side of Knockbracken Healthcare Park gates (to include Knockbracken Road, Brackenwood Crescent/Drive and exclude 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 2014 and 1 July 2015, who reside in other parts of the parish of Drumbo & Carryduff.
- 3 Children from socially disadvantaged circumstances\* who were born between 2 July 2014 and 1 July 2015, from outside the parish of Drumbo & Carryduff.
- 4 Children born between 2 July 2014 and 1 July 2015 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 born between 2 July 2014 and 1 July 2015 who normally reside in the upper end of the Parish of Drumbo & Carryduff, which lies on the Carryduff side of Knockbracken Healthcare Park gates (to include Knockbracken Road, Brackenwood Crescent & Drive and exclude 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).
- 6 Children born between 2 July 2014 and 1 July 2015 who reside in other parts of the parish of Drumbo & Carryduff.
- 7 Children born between 2 July 2014 and 1 July 2015 from outside the parish of Drumbo & Carryduff.

In the event of over-subscription in any one of the above criteria nos. 1-7, then selection for the remaining places will be on the basis of the tie-breaking method set out below.

For criteria 8, 9 and 10 places will be allocated in strict chronological order within each criterion i.e. the children whose birthday is closest to 2 July 2015. 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.

- 8 Children born between 2 July 2015 and 1 July 2016, who normally reside in the upper end of the Parish of Drumbo & Carryduff, which lies on the Carryduff side of Knockbracken Healthcare Park gates (to include Knockbracken Road, Brackenwood Crescent & Drive and exclude 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/Nursery Unit.
- 9 Children born between 2 July 2015 and 1 July 2016, who reside in other parts of the parish of Drumbo & Carryduff.
- 10 Children born between 2 July 2015 and 1 July 2016, from outside the parish of Drumbo & Carryduff.

**\*Definition of socially disadvantaged circumstances can be found at Section C on the Pre-school Application Form.**

## **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:

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

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, the closing date for the receipt of completed application forms is 12noon on Wednesday 10<sup>th</sup> January 2018. Forms should be left in the school office.**

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 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.***

## **Waiting List Policy**

The Open Enrolment Procedure concludes on Friday 8<sup>th</sup> June 2018. 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 2018/19 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.