

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

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 2022.

Open Day (Parents)

Enrolment information for parents considering application to the Nursery Unit will be available on the school website from the week beginning 13th December 2021. Parents who require any additional information or who would like to discuss their application in more detail are welcome to contact the Principal by telephoning the school office.

Induction Meeting (Parents & Pupils)

Arrangements will be made for new Nursery pupils & parents/guardians to meet with the Nursery staff. The Head of Nursery will provide further details in due course.

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 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 10th January 2022 at 12noon (GMT) and an application submitted by the closing date of 28th January 2022 at 12noon (GMT) will be treated as a punctual application. An application received after 12noon (GMT) on 28th January 2022 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 4th February 2022.

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 the order listed.

- 1 Children from socially disadvantaged circumstances* who were born between 2 July 2018 and 1 July 2019, 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 2018 and 1 July 2019, who reside in other parts of the parish of Drumbo & Carryduff.
- 3 Children from socially disadvantaged circumstances* who were born between 2 July 2018 and 1 July 2019, from outside the parish of Drumbo & Carryduff.
- 4 Children born between 2 July 2018 and 1 July 2019 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). The definition of a 'child of the family' is set out below.

- 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 2018 and 1 July 2019 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 2018 and 1 July 2019 who reside in other parts of the parish of Drumbo & Carryduff.
- 8 Children born between 2 July 2018 and 1 July 2019 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 2019. 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 2019 and 1 July 2020, 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 2019 and 1 July 2020, who reside in other parts of the parish of Drumbo & Carryduff.
- 11 Children born between 2 July 2019 and 1 July 2020, 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 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.**

****'Child of the Family' includes a child born to a married couple or to a couple in a civil partnership; a child born to a co-habiting couple; a child born to a single parent; a child of either/any of those people by a previous marriage, civil partnership or relationship; a child living with a couple who has been treated as a 'child of the family' whether there is a marriage or a civil partnership or not; a child living with an individual, who has been treated as a 'child of the family'; an adopted or fostered child; a situation where for example an orphaned cousin is being brought up with a family or individual.**

The child should be a 'child of the family' as at the date of application.

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:

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

This order was determined by a randomised selection of letters. 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 10th January 2022 at 12 noon. The closing date for the receipt of punctual applications is 12noon on 28th January 2022. Documentation submitted in support of your application e.g. your child's birth certificate, Benefit Verification and documents verifying the address of your child's normal place of residence should be uploaded to the EA's Admissions Portal on or before 12 noon 4th February 2022.

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

Verifying Documents

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. Documentation submitted in support of the application should be uploaded to the EA's Admissions Portal on or before 12 noon on 4th February 2022.

Documents Required by St Joseph's

Applicants who **do not** have a sibling currently enrolled in any class from P1 to P7 are required to provide two pieces of supplementary evidence from the list of documents below:

- *Driving licence;*
- *Addressed payslip**
- *Bank or building society statement which shows the address at which the child is resident**
- *A mortgage statement or a rental agreement**
- *Land and Property Services Agency rates demand**
- *any letter in connection with Child Benefit/Housing Benefit/Working Tax Credits/Job Seekers' Allowance/tax coding or tax returns**
- *Electoral ID card*
- *Utility bill (for instance electricity, gas, Television Licence, telephone)*

** documents should not be more than one year old i.e. documents pre-dating 28th January 2021 will not be accepted*

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 16th June 2022. 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 2022/23 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.