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| Castlereagh Nursery School | Controlled Nursery School |
| 135 Clonduff Drive | Admissions No: 52 (Full-time) |
| Belfast | Session Times: 9:00am – 1:30pm |
| BT6 9NT |  |
|  |  |
| Principal: Mrs A Morrow BSc PGCE | Telephone: 028 9070 4539 |
| Chair of Board of Governors: Mr R Wilson | E-mail: castlereaghnursery@yahoo.co.uk |
| Open Afternoon Saturday 7th January 2023 10.30am – 1pm |  |
| Virtual tour is available on school website www.castlereaghnurseryschool.co.uk |  |

**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 to an Admissions Sub-Committee, which includes the Principal, the responsibility 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](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 10 January 2023 at 12noon (GMT) and an application submitted by the closing date of 27 January 2023 at 12noon (GMT) will be treated as a punctual application.    An application received after 12noon (GMT) on 27 January 2023 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.

In response to the Regulations issued by the Department of Education, the Board of Governors have drawn up the following admissions criteria. In the event of more applicants than places available, the following criteria will be applied in the order set down to select children for the available places.

**Statutory Criteria**

1. Children from socially disadvantaged circumstances in their final pre-school year who were born:

* on or between 2 July 2019 and 1 July 2020 (inclusive) and whose parents have not exercised their right to defer their child’s entry to primary school; or,
* on or between 1 April 2019 and 1 July 2019 (inclusive) or were due to be born on or between those dates but were born earlier; and,
* have not attended or are not currently attending a funded pre-school setting under the Pre-School Education Programme as a target aged child; and,
* that child’s parent has completed a request to defer their child starting P1 until September 2024.

***Note: Children from ‘socially disadvantaged circumstances’ means a child whose parent has an entitlement to (i) Income Support, or (ii) Income-based Jobseeker’s Allowance, or (iii) Income related Employment and Support Allowance, or (iv) Universal Credit. When parents apply for places for their child on this basis they must provide Benefit Verification to confirm that they have an entitlement.  The application procedure for Pre-School will outline how Benefit Verification can be submitted.***

2. Children not from socially disadvantaged circumstances (as defined above) who are in their final pre-school year (as defined by Criterion 1).

**Sub-criteria**

In the event of over-subscription in any of the criteria 1-2 (children in their final pre-school year) the following sub-criteria will be applied in the order set down.

1. Children whose parent has listed Castlereagh Nursery School as their first preference;
2. Children whose parent is a permanent member of staff or current governor at the school;
3. Children whose siblings (including half brothers/sisters, foster/adopted siblings) have previously attended the school for the majority of the school year (indicate full name and year attended);
4. Children whose home address at the time of application is nearest to the school as measured electronically (Google Maps). Distances will be measured in a straight line from the child’s home address front door to the front door of the school;
5. In order of parental preference (parents who list Castlereagh Nursery school as second preference will be considered before those parents who have listed Castlereagh Nursery School as third preference and so on)

In the event that it is not possible to distinguish between applicants due to oversubscription in any of the preceding sub-criteria, then children will be selected for admission on the basis of the initial letter of the surname of the child as indicated on the Birth Certificate in the order set out below:

**B F X G Z A V E R T J N P D S Y L K H O M W Q C I U**

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 first forename of the child as indicated on the Birth Certificate will be used for selection using the randomised alphabetical order set out above followed by the remaining letters in normal alphabetical order.

**If any places remain vacant after the above criteria (1-2) have been fulfilled, applications will be considered from**

**Non-statutory criteria**

**Note: Applications falling under Criterion 3 are processed only during Stage 2 of the admissions process, after final pre-school year (Statutory 1and 2) applications.**

3. Children who were born:

* on or between 1 April 2019 - 1 July 2019 (inclusive), or were due to be born on or between those dates but were born earlier; and,
* and have attended or are currently attending a funded pre-school setting under the Pre-School Education Programme as a target aged (not penultimate aged) child; and,
* that child’s parent has completed a request to defer their child starting P1, or
* on or between 2 July 2020 and 1 July 2021 (inclusive); or,
* on or between 1 April 2020 and 1 July 2020 (inclusive) or were due to be born on or between those dates but were born earlier; and that child’s parent has completed a request to defer their child starting P1 until September 2025.

Children within Criterion 3 will be selected in Chronological Order of Age – eldest child first. In the event of two or more children having the same DOB Children whose home address at the time of application is nearest to the school as measured electronically (Google Maps). Distances will be measured in a straight line from the child’s home address front door to the front door of the school;

Applications received after 1st September will also be subject to the same criteria.

**Supporting Information**

\*All applicants should provide at the time of application any **two** of the following documents to enable the Board of Governors to verify address information contained within applications. Only documents from the list below will be accepted.

• A recent bank or building society statement which shows the address at which the child is resident

• A recent utility bill (electricity, gas, television licence or phone) which shows the address at which the child is resident

• A recent letter awarding child benefit to the child or another recent letter relating to this benefit

• Electoral Identification

• Driving Licence for parent/ guardian showing the address at which the child is resident • A recent payslip • A recent mortgage or rental document

• A recent land/ property document

Recent documents are defined as being within the last 6 months, with the exception of mortgage or land property documents, where within the last 12 months is accepted

This is in addition to the standard requirement to provide a Birth Certificate in order to verify the age of a child.

**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. The provision of false or incorrect information or the failure to provide information within the deadlines set by pre-schools can result in the withdrawal of a place and the inability to offer a place on the part of any school nominated on the applicant’s application.

**Waiting List Policy**

Should a vacancy arise after the Open Enrolment Procedure concludes, all applications that were initially refused, new applications, 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 gains a place in the school by this method.

Your child’s name will be automatically added to the list. Please contact the school if you wish your child’s name to be removed from the list.