

Stranmillis Primary School Nursery Unit
Knightsbridge Park
Belfast
BT9 5EH

Controlled Nursery Unit
Admissions No: 52 (Part-time)
Session Times:

Telephone: 028 9038 1164
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Principal: Mr Jackie Wallace
Chair of Board of Governors: Dr Maureen Thatcher

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Website: www.stranmillisprimary.org

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

The Board of Governors has drawn up the school's admissions criteria and has delegated to the principal its function and responsibility in relation to the application of the criteria and the admission of pupils to the school.

Admissions Criteria

Twenty-six children will be admitted to the morning session and twenty-six other children will be admitted to the afternoon session. The criteria set out below will be used in successive order to allocate all 52 nursery places.

- (i) children from socially disadvantaged circumstances who are in their final pre-school year;
- (ii) children not falling within sub-paragraph (i) who are in their final pre-school year;
- (iii) children from socially disadvantaged circumstances who will be aged 3 before 1 September in their penultimate pre-school year;
- (iv) children from socially disadvantaged circumstances who will be aged 2 before 1 September in their penultimate pre-school year;
- (v) children not falling within sub-paragraph (iii) or (iv) who will be aged 3 before 1 September in their penultimate pre-school year;
- (vi) children not falling within sub-paragraph (iii) or (iv) who will be aged two before 1 September in their penultimate pre-school year;

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 have their application form stamped by the Social Security /Jobs and Benefits Office to confirm that they are in receipt of a qualifying payment.

and who at the time of their proposed admission will not have a pre-school education place whether full-time or part-time at another school or any other premises.

NOTE: When parents apply for places for their child on this basis (socially disadvantaged circumstances) they should produce one of the following documents:-

- (i) an Income Support Order Book with their name and address printed on the front cover;
- (ii) a Social Security Agency Form JSA 260 or a recent letter of entitlement from a social security office confirming the parents entitlement.

Board of Governors will retain a photocopy of the relevant information for record purposes.

Sub-criteria

In the event that the nursery is over-subscribed at any point in (i) - (vi) then the following sub-set of criteria will apply at that point.

Criteria will be applied successively in the following order:

- 1 Children for whom Stranmillis Nursery is first preference.
- 2 Children of permanent teachers, classroom assistants and nursery assistants of Stranmillis Primary School.
- 3 Children who have a sibling (including half-brothers, half-sisters, step-brothers, step-sisters, foster brothers, foster sisters and/or adopted brothers/sisters) enrolled in Stranmillis Primary School including the Nursery Unit on the application deadline date. (Indicate name and year group)
- 4 Children in the order of the closest proximity of the school to the child's permanent residence on the date of application. Proximity to the school will be determined by direct straight line measurement from the centre of the child's residence to the centre of the school; measurements are calculated using a web-based method provided by Spatial NI.

The Board of Governors may require such documentary proof of a child's permanent residence as the Board in its absolute discretion considers appropriate. At the time of application parents are asked to state if they have a preference between a morning and afternoon place.

While the school will endeavour to facilitate preference this may not always be possible. Parents are therefore advised to indicate whether the preference is a strong one and, if so, state the reason. In allocating children to am/pm classes the school

will take into account a range of factors. A list of these factors is available on request. Please note that the admissions criteria will be applied before morning or afternoon preference is taken into account.

“Applicants should note that where an address contained within an application qualifies a child for admission then that address will be verified. To enable the Board of Governors to verify addresses, all applicants should provide any two of the following four documents with their application:

- *A bank or building society statement which shows the address at which the child is resident;*
- *A utility bill (for instance electricity, gas, television licence, telephone) which shows the address at which the child is resident;*
- *A letter awarding child benefit to the child or another letter relating to this benefit;*
- *The child’s medical card.*

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

Original documents are required and not facsimiles or photocopies. Original documents can be returned on request at the end of the admissions process by the school to which the child has been admitted. Applicants preferring not to put verifying documents in the post or seeking alternative verifying arrangements should contact those schools listed on their application form that require verifying documents to agree alternative verification arrangements.

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.

Waiting List Policy

Should a vacancy arise after Friday 8 June 2018 all applications for admission to Stranmillis Nursery Unit, 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 30 June 2019.

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 for your child’s name to be removed from the list.

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. Examples of such information include whether the child has brothers or sisters attending the school.