

Stranmillis Primary School Nursery Unit  
Knightsbridge Park  
Belfast  
BT9 5EH

Controlled Nursery Unit  
Admissions No: 52 (Part-time)  
Session Times – Morning Session: 9:00am – 11:30am  
Afternoon Session: 12:30pm – 3:00pm  
Telephone: 028 9038 1164

Principal: Mrs Linda Wilson  
Chair of Board of Governors: Dr Maureen Thatcher

E-mail: [info@stranmillis.belfast.ni.sch.uk](mailto:info@stranmillis.belfast.ni.sch.uk)  
Website: [www.stranmillisprimary.org](http://www.stranmillisprimary.org)

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### 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

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 07 January 2026 at 12noon (GMT) and an application submitted by the closing date of 21 January 2026 at 12noon (GMT) will be treated as a punctual application. An application received after 12noon (GMT) on 21 January 2026 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.

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.

### Statutory Criteria

1. Children from socially disadvantaged circumstances in their final pre-school year who were born:
  - on or between 2 July 2022 and 1 July 2023 (inclusive) and whose parents have not exercised the right to defer their child's entry to primary school; or,
  - on or between 1 April 2022 and 1 July 2022 (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 2027.

**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 that the nursery is over-subscribed in either of the above statutory criteria then the following sub-set of criteria will apply at that point.

Criteria will be applied successively in the following order:

- i. Children of permanent teachers, classroom assistants and nursery assistants of Stranmillis Primary School.
- ii. Children who have a sibling (including half-brothers, half-sisters, step-brothers, step-sisters, foster brothers and/or 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)
- iii. Children in the order of 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.

## 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 1 and 2) applications.**

3. Children who were born:
- on or between 1 April 2022 - 1 July 2022 (inclusive), or were due to be born on or between those dates but were born earlier; 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 2023 and 1 July 2024 (inclusive); or,
  - on or between 1 April 2023 and 1 July 2023 (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 2028.
- 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 birthday then the final place/s will be allocated on the basis of initial letter(s) of surname (as entered on Birth Certificate) in the order set below:

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

This order was determined by random selection.

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 three 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;

This is in addition to the standard requirement to provide a Birth Certificate in order to verify the age of the 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 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 Tuesday 19 May 2026, 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 2027.

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.

| Applications and Admissions to Pre-School |                    |                  |
|---|--------------------|------------------|
| Year                                      | Total Applications | Total Admissions |
| 2025/2026                                 | 73                 | 51               |

***\*The Total Admissions for year 2025/2026 includes all pre-school children admitted to the pre-school including those who have a statement of special educational needs.***