

St Bride's Primary School Nursery Unit  
Derryvolgie Avenue  
Belfast  
BT9 6FP

Maintained Nursery Unit  
Admissions No: 52 (Full-time)  
Session Times: 9:00am – 1:30pm

Telephone: 028 9038 1700 (Primary School)  
028 9038 1020 (Nursery Unit)

**Principal:** Ms Cathy Hunter

**Assistant Teachers:**

Ms Catherine Ward (Head of Nursery) & Mrs Julia McCandless

**Chair of Board of Governors:** Ms. Patricia Crossin

Instagram: @stbridesps

E-mail: [info@stbrides.belfast.ni.sch.uk](mailto:info@stbrides.belfast.ni.sch.uk)

Website: [www.stbridesps.org.uk](http://www.stbridesps.org.uk)

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

The Board of Governors has established 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 9 January 2024 at 12noon (GMT) and an application submitted by the closing date of 26 January 2024 at 12noon (GMT) will be treated as a punctual application. An application received after 12noon (GMT) on 26 January 2024 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.

The following criteria will be used to allocate places in the Nursery Unit in the order listed below.

### **Statutory Criteria**

- 1 Children from socially disadvantaged circumstances in their final pre-school year who were born:
  - on or between 2 July 2020 and 1 July 2021 (inclusive) and whose parents have not exercised their right to defer their child's entry to primary school; 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,
    - 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 2025.

***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 to be applied, in the order listed below, in the event of being oversubscribed in any of the above criteria.**

- A. Children living in the parish (see note 1 below) with a sibling (see note 2 below) enrolled in St. Bride's Primary School at the date of application or who is a Child Looked After (CLA)  
*It is essential that you indicate the name and year group of sibling(s) on the application form.*
- B. Children living in the parish (see note 1 below) who are the eldest/only or eldest eligible (see note 3 below) child
- C. Children living in the parish at the time of application.
- D. All other applicants.

### **Supplementary Criteria**

In the event of being oversubscribed **in any one of the above criteria**, children will be selected by computerised random selection within each criteria. **Please note twins are treated as one application.**

### **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 2020 - 1 July 2020 (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 2021 and 1 July 2022 (inclusive); or,
  - on or between 1 April 2021 and 1 July 2021 (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 2026.

### Tie Breaker – Non Statutory Criterion 3

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 applicants will be ranked based on the initial letters of their surname as recorded and verified by the entry on the Birth Certificate in the order set out below:

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

- This order was determined by random selection
- 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 initials of the forename will be used.

**Please note twins are treated as one application.**

Note 1 "Living in the parish" means that a child's primary residential address at the time of application is within the boundaries of St Brigid's Parish. **\*A map of the geographical boundaries of St Brigid's Parish is available to view on the school website ([www.stbridesps.org.uk](http://www.stbridesps.org.uk)).**

Note 2 "Sibling" means a brother or sister and includes all children permanently sharing a common home.

Note 3 "Eldest eligible" means where a child is more than 8 years younger than their next eldest sibling or where the eldest sibling is not eligible to attend mainstream school.

Proof of primary residential address relevant to the child at the time of application will be required.

Any subsequent change of address should be notified as soon as possible, along with verifying documents.

Please be aware that when considering which children should be selected for admission, the Board of Governors will only take into account information which is clearly detailed on the application.

Parents/Guardians must ensure that all information pertaining to their child and relevant to the school's admissions criteria is stated on the application or provided directly to the first preference school.

When considering which children should be selected for admission, the Board of Governors will only take into account information which is clearly detailed on 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.

**Address Verification – If applying in January these documents must be submitted by 4pm on 31 January 2024.**

Applicants should note that where an address contained within an application qualifies it for admission, then that address will be verified. To enable the Board of Governors to verify addresses, all applicants should provide any two recent documents of the following five documents: **(recent means within 3 months of date of application i.e. October, November or December 2023)**

- a recent bank or building society statement which shows the address at which the child is resident;
- a recent utility bill (for instance electricity, gas, Television Licence, telephone) which shows the address at which the child is resident;
- an addressed payslip
- a rental agreement
- financial agreement such as an ISA, Pension or endowment

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

Applicants seeking alternative verifying arrangements should contact the 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**

If initially refused a place, your child's name will be automatically added to the waiting list. Please contact the school if you wish for your child's name to be removed from the list.

Should a vacancy arise after the issue of letters of offer on 11<sup>th</sup> June 2024, the place will be offered to the child next on the waiting list. Places are allocated using the Nursery application criteria.

The school will contact you in writing if your child gains a place in the school by this method.