

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

Maintained Nursery Unit
Admissions No: 52 (Full-time)
Session Times: 9:00am – 1:45pm

Telephone: 028 9038 1700 (Primary School)
028 9038 1020 (Nursery Unit)
Fax: 028 9068 3440

Principal: Mrs M R Quinn

Assistant Teachers: Ms Catherine Ward (Head of Nursery)/Mrs Julia McCandless

Chair of Board of Governors: Mrs R Flanagan

E-mail: mquinn072@c2kni.net
Website: www.stbridesps.org.uk

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 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 7 January 2020 at 12noon (GMT) and an application submitted by the closing date of 30 January 2020 at 12noon (GMT) will be treated as a punctual application. An application received after 12noon (GMT) on 30 January 2020 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.

1. Children whose parents are from socially disadvantaged circumstances in their final pre-school year i.e. born between 2 July 2016 and 1 July 2017 (inclusive).
2. Children not falling within sub-paragraph 1 and in their final pre-school year i.e. born between 2 July 2016 and 1 July 2017 (inclusive) and who at the time of the proposed admission will not have a pre-school education place whether full time or part time at another school or any other placement.

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 Benefit Verification stamped by the Social Security/Jobs and Benefits Office to confirm that they are in receipt of a qualifying payment. This should then be sent by the parent directly to the provider of first preference.

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

- a Children who have one or both parents deceased and who are resident within the geographical boundaries of St Brigid's Parish. **(parent's/guardian's address, not address of childminder)**
- b Children whose parents are members of the permanent teaching, auxiliary or ancillary staff of St Bride's Primary School. (or who has been appointed to take up imminent employment) and for whom St. Bride's Nursery is first preference.
- c Children whose place of residence is within the geographical boundaries of St Brigid's Parish **(parent's/guardian's address, not address of child minder)** for whom St Bride's Nursery is first preference and who have brothers/half/step-brothers, sisters/half/step-sisters enrolled in St Bride's Nursery School or St Bride's Primary School on the Education Authority application deadline date; **it is essential that you indicate name and year group of sibling/s on the application form.**
- d Children who are the eldest child and whose place of residence is within the geographical boundaries of St Brigid's Parish **(parent's/guardian's address, not address of child minder)** for whom St Bride's Nursery is first preference.
- e Children whose place of residence is within the geographical boundaries of St Brigid's Parish **(parent's/guardian's address, not address of childminder)** and for whom St. Bride's Nursery is first preference.
- f other applicants.

In the event of being oversubscribed in any of the above sub criteria, children will be selected by computerised random selection.

Proof of residence will be required. Residence is at time of the application. Any subsequent change of address should be notified as soon as possible along with verifying documents.

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

"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 of the following three documents: (recent means within 3 months of date of application)

- *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;*
- *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.

Original verifying documents are required and not facsimiles or photocopies and should be presented in person to the school of first preference on or before 12.00 noon, 7th February 2020. Applicants seeking alternative verifying arrangements should contact those pre-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 the issue of letters of offer 8th June 2020, those children whose parents made an application prior to the 30th January, 2020 (12.00 noon), deadline will be given priority before any new/late applications. Places are allocated using the Nursery application criteria.

If initially refused a place, your child's name will be automatically added to the waiting list. This waiting list will be in place until 31 December 2020. (Please contact the school if you wish for your child's name to be removed from the list)

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

After 31 December 2020, parents would need to contact the school to continue to have their child's name remain on the waiting list.