

Oakgrove Integrated Primary School Nursery Unit
Rectory Field, 19 Limavady Road
Derry
Londonderry BT47 6JY

Principal: Mrs Ashley Donaghey
Chair of Board of Governors: Mr Jonathan Gray

Grant-Maintained Nursery Unit
Admissions No: 52 (Part-time)
Nursery Opening Times – Morning Session: 9:00am – 11:30am
Afternoon Session: 12:30pm – 3:00pm

Telephone: 028 7134 9644
E-mail: info@oips.lderry.ni.sch.uk
Website: www.oakgroveschool.co.uk

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

The Admissions Criteria will be applied by a Selection Committee consisting of the Principal and at least two other Governors subject to the final approval of the Board of Governors. The Board of Governors may delegate this responsibility to the Principal to ensure deadlines are met.

- A It is necessary for all applicants to submit an Oakgrove Expression of Interest Form (EOI) and send it directly to OIPSN. The Oakgrove Expression of Interest Form (EOI) is available to download from the school website, or on request by email or post from the school office. Applicants must also complete an online Education Authority Nursery Application Form for enrolment in the Nursery Unit (www.eani.org.uk). It is a matter for the parents/guardians to ensure that they provide all the information required by the Nursery Unit to apply its Criteria.
- B Oakgrove Integrated Primary School Nursery Unit has been directed to select for admission all children resident in Northern Ireland at the time of their proposed admission before any child not so resident may be selected for admission.
- C In order to achieve this aim, Oakgrove will initially reserve a maximum of 20% of places for pupils from traditions other than the Protestant and Catholic traditions. The Criteria as set out below will first be applied to members of “other traditions” in the order set down and 20% of the available places will be awarded to this group. In the event of less than 20% of places being awarded to applicants from “other traditions” the balance will be equally divided between Protestant and Catholic applicants. In the event of there being an odd number of places in the excess of places remaining from the allocation to “other traditions”, the additional place will be allocated to the main tradition having the greater number of applicants. The Criteria as set out below will be applied separately to Protestant and Roman Catholic applicants. In the event of there being fewer applicants from either tradition than there are places available for that tradition, the balance of places will firstly be available to the “other traditions” and secondly to the “remaining tradition”.
- D In the event that there are more applicants than places available the Board of Governors has determined that the following Criteria shall be applied in the order set down. **Application of each Criterion (i) – (v) will be subject to the method outlined in paragraph ‘C’ and ordered 1 – 6.**

Children who are not normally resident in Northern Ireland will not be considered for places until all children who live in Northern Ireland have been considered. The Board of Governors have determined that, in the event of there being more applicants than places available the following Criteria will be applied, in the order set down, to select children for the available places.

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 10 January 2022 at 12noon (GMT) and an application submitted by the closing date of 28 January 2022 at 12noon (GMT) will be treated as a punctual application. An application received after 12noon (GMT) on 28 January 2022 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.

Admissions Criteria - Statutory Criteria

- 1 Children from socially disadvantaged circumstances born between 2 July 2018 and 1 July 2019.
- 2 Children born between 2 July 2018 and 1 July 2019.

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 provide Benefit Verification to confirm that they are in receipt of a qualifying payment. This

should be provided to the Pre-School of first preference and the application procedure for Pre-School will outline how this can be submitted.

Sub-Criteria

If there are more pupils satisfying the last criterion, which can be applied, then selection for the remaining places will be on the basis of the following sub-criteria in the order set down below:

- (i) Children currently enrolled in Oakgrove Nursery Unit.
- (ii) Children who have a child of the family presently enrolled in Oakgrove Integrated Primary School.
- (iii) Children who are the eldest/only child in the family.
- (iv) Children who, in the opinion of the Board of Governors, have special circumstances. i.e. pupil from a mixed religious/cultural background or they or their parent have a serious medical condition *e.g whose parent is diagnosed with a serious illness, a pupil with a serious illness, a Looked After Child, twins, pupil with parent deceased – medical advice will be sought.*)
- (v) Other children.

NB: Child of the family includes brother/sister, half-brother/half-sister, adopted or fostered brother/sister living at the same address.

Non-Statutory Criteria

- 3 Other children born between 2 July 2019 and 1 July 2020 will be admitted in chronological order of their age, oldest first. In the event of two or more identical dates of birth, selection will be made using the random alphabetical tie-breaker as listed below.

In the event of over-subscription in the last sub-criterion which can be applied then selection for all places remaining in this category will be on the basis of the initial letter (s) of the surname (as entered on the birth certificate) in the order set out below:

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

The order was determined by a randomised selection of letters. In the event of surnames beginning with the same initial letter the subsequent letters of the surnames will be used in alphabetical order. In the event of two identical surnames the alphabetical order of the initials of the forenames as per the birth certificate will be used.

It is important that parent(s)/guardian(s) when submitting the application form give all the relevant supporting information and written evidence that may be needed including the child's birth certificate. If a place is offered on the basis of incorrect or misleading information then the Board of Governors may withdraw the offer. All criteria will apply as at closing date on application form. Documentation submitted in support of your application should be provided directly to the school/provider of first preference.

If parents/guardians have any difficulty in completing the form then they should consult the Principal of the school.

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.

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.

Waiting List Policy

Should a vacancy arise after 8 June 2022 all applications for admission to the Nursery that were initially refused, new 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 2023. 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.

Parent(s)/Guardian(s) should note that if their child is seeking nursery provision for the 2nd year they MUST reapply.