

# Admissions criteria for entry September 2025

Orritor Primary School Nursery Unit  
249 Orritor Road  
Cookstown  
BT80 9NE

Controlled Nursery Unit  
Admissions No: 26 (Full-time)  
Session Times: 9:00am – 1:30pm

Principal: Mr I Cheevers  
Chair of Board of Governors: Vacant  
Open Afternoons: Wednesday 4<sup>th</sup> and Thursday 5<sup>th</sup> December 2024; booking can be made through our school website at the beginning of November.

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Website: [www.orritorps.co.uk](http://www.orritorps.co.uk)

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

The Board of Governors draws up the admissions criteria and delegates to the Principal the responsibility for applying these criteria. Any reference herein to the term the Board of Governors includes the Principal for the purposes of applying the admissions criteria.

## 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 10 January 2025 at 12noon (GMT) and an application submitted by the closing date of 24 January 2025 at 12noon (GMT) will be treated as a punctual application. An application received after 12noon (GMT) on 24 January 2025 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.

## Statutory Criteria

1. Children from socially disadvantaged circumstances in their final pre-school year who were born:
  - on or between 2 July 2021 and 1 July 2022 (inclusive) and whose parents have not exercised their right to defer their child's entry to primary school; 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,
    - 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 2026.

**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).

## Admissions Sub-Criteria

Should there be more applications than places available when the above criteria are applied, the following sub-criteria will be applied in the order indicated:-

- (i) Children who will have brothers or sisters in attendance at Orritor Primary School during the 2025/2026 school year and/or whose brothers and sisters previously attended the Nursery School or Primary School;
- (ii) Children for whom Orritor Primary School is the Controlled School nearest to the child's home providing nursery education, by road, determined using Google Maps.
- (iii) Children previously enrolled in Orritor Nursery Unit.
- (iv) Children with special circumstances (social, medical or other problems) that necessitate admission to Orritor Primary School rather than any other primary school. The special circumstances must be made known at the time of application, preferably in writing, and should be personal to the child and must be supported by independent and appropriate documentation, providing evidence of the circumstances being described as being exceptional. The Board of Governors reserves the right to seek confirmation of the special circumstances from a statutory body;
- (v) Chronological age starting with the oldest.

## Tie-Breaker

In a tie-breaker situation, priority will be given on the basis of the initial letter and each letter thereafter of the child's surname, as given on the child's birth certificate. In the event of two identical surnames, the random selection order will be used on the initial letter of the child's forename and each letter thereafter. The letters given below will change each year and are generated using an alphabet generator online.

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

## 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 2021 - 1 July 2021 (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 2022 and 1 July 2023 (inclusive); 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 that child's parent has completed a request to defer their child starting P1 until September 2027.

## 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 the above random selection of letters will be used.

## Other Notes

It is expected that children should be toilet trained before commencing the nursery class. Where this is not the case, in the best interests of all the children in the class, we will work in co-operation with the parents of the pupil(s), but the needs of the child may affect the time of attendance in the unit. In this regard, the professional opinion of the Nursery Teacher should be respected. Parents should contact the Principal if they feel this may be a difficulty.

**Please note: The indication of a preference for this school is an acknowledgement that parents accept and agree to abide by, the philosophy, ethos, policies and discipline procedures 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.

To enable the Board of Governors to verify addresses, all applicants may be required to provide any two of the following four documents:

- a bank or building society statement which shows the address at which the child is resident;
- a utility bill (e.g. electricity, gas, Television License, 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 photocopies.

These should not be sent in with the original application. Parents will be informed if and when these will be required.

## Waiting List Policy

In the event of the school being oversubscribed, a waiting list will operate. Should a place become vacant after the beginning of the school year, priority will be given to;

## Admissions criteria for entry September 2025

- Children who are of final pre-school year age i.e. 3 years old before July 1 (inclusive) of the year in which they will start nursery.
- Children who applied to the unit in the first instance and been unsuccessful due to admission numbers having been filled.

The normal criteria and sub-criteria will then be used to prioritise these admissions.

The tie-breaker above will also be used as a deciding factor should oversubscription occur when any of the sub-criteria (i) to (vi) are applied.