

Euston Street Primary School Nursery Unit  
Euston Street  
Belfast  
BT6 9AG

Controlled Nursery Unit  
Admissions No: 52 (Full-time)  
Session Times: 9:00am-1:35pm

Telephone: 028 9045 7089  
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Principal: Mr J Armstrong BEd (Hons) MEd (Dis) PQH (NI)  
Chair of Board of Governors: Mr M Young

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

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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 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.

Children will be admitted to Euston Street Nursery unit according to the following ordered criteria:

### 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).

### Sub-criteria

In the event of over-subscription in any of the above criteria the following sub-criteria will be applied in the order set down:

- a Children with siblings/half siblings/step siblings currently attending Euston Street Primary School. (Indicate name and Year Group)
- b Children who put Euston Street Nursery Unit as their first preference.
- c Children who, at the time of application, are the eldest or only child in the family to be eligible to apply for admission to the Nursery unit.
- d Children whose permanent residence is the shortest walking distance from the home address on the application form to the front entrance of the school as measured using [maps.google.co.uk](http://maps.google.co.uk)

### 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 sub-criterion d will be used.

#### **NOTE:**

The Governors request that all applicants provide the following documentation by 4pm on Wednesday 29 January 2025.

An original birth certificate for the child (either long or short)

Any two of the following to verify the child's home address:

A recent bank or building society statement which shows the address at which the child is resident

A recent utility bill (electricity, gas, television licence or phone) which shows the address at which the child is resident

A recent letter awarding child benefit to the child or another recent letter relating to this benefit

Electoral identification

Driving Licence for parent/guardian showing the address at which the child is resident

A recent payslip

A recent mortgage or rental document

A recent land/property document

Recent documents are defined as being within the last 6 months, with the exception of mortgage or land property documents, where within the last year is accepted.

#### **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 10<sup>th</sup> June 2025 all applications for admission to Euston Street 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 August 31<sup>st</sup> 2025.

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

After 1 September parents should inform the school in writing if they wish their child's name to remain on or be placed on a waiting list. All children on the waiting list at the time of the vacancy will be treated equally and the published criteria applied. This waiting list will be in place until 30 June 2026.

When considering which children should be selected for admission, the Board of Governors will only take into account information which is detailed on or provided with 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 provided with it. Examples of such information include whether the child has brothers or sisters attending the school.