

Ballykelly Primary School Nursery Unit  
8 Glenhead Road  
Limavady  
BT49 9JS

Principal: Mrs Alana Willis  
Chair of Board of Governors: Mr Tim McArthur

Controlled Nursery Unit  
Admissions No: 26 (Full-time)  
Nursery Opening Times: 8:45am – 1:15pm

Telephone: 028 7776 2864  
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### 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 two Governors subject to the final approval of the Board of Governors. The Board of Governors has determined that in the event of there being more applicants than places available, they will apply the following criteria, in the order set down.

Priority shall be given to children resident in Northern Ireland.

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 is the first child in the family, has brothers or sisters attending/previously attended the school etc.

Preference will be given to those applications that place Ballykelly Primary School Nursery Unit as their first choice of pre-school provision.

### 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.

### 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).

In the event of oversubscription in any of the above Statutory Criteria the following Sub-Criteria shall be applied in the order set down below:

### Sub-Criteria

- (a) Children whose parent/guardian/grandparent is currently employed in the school.
- (b) Children whose brother/sister\* is presently, or will be enrolled in Ballykelly Primary School (P1-P7) for September 2024 and who live in the Glack/Ballykelly catchment.
- (c) Children whose brother/sister\* is presently, or will be enrolled in Ballykelly Primary School (P1-P7) for September 2024.
- (d) Children who are the eldest or only child in their family.

Children whose next oldest sibling (full/half/adopted/fostered) is in post-primary education or has finished school will be considered “the eldest child in their family” for the purpose of this criteria.

- (e) Other children.

**\*The terms “brother” and “sister” will include full, half, fostered and adopted siblings.**

In the event of over-subscription in the last criterion which can be applied, then selection for all places remaining in this category will be on the basis of the initial letter of the surname as per the birth certificate in order set out below.

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

This order was determined by a randomised selection of letters. In the event of surnames beginning with the same letter, the subsequent letters of the surnames will be used in alphabetical ascending order.

In the event of two identical surnames the alphabetical order of the initials of the forename(s) as printed on the birth certificate will be used, both in ascending order.

### **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 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 the above random selection of letters 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 in-correct or misleading information then the Board of Governors may withdraw the offer. All criteria will apply as at closing date on application form.

If parents 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 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 Lists**

The school’s policy on the consideration of applications after the Open Enrolment Admissions procedures concludes on 11 June 2024 is available directly from the school. Should a vacancy arise, the above criteria will be applied to select pupils from our waiting list.

### **Late Applications**

The same criteria will be used for applications received after 1 September 2024.

*Parents should also note that if their child is seeking nursery provision for the 2<sup>nd</sup> year they MUST reapply.*