

All Saints' Nursery Unit  
St Colman's Primary School  
Annaclone  
Banbridge BT32 5LS

Maintained Nursery Unit  
Admissions No: 26 (Full-time)  
Session Times: 8:45am – 1:35pm  
A mid-day meal is available

Acting Principal: Mr K O'Neill BEd (Hons) PQH (NI)  
Chair of Board of Governors: Mrs G Fusciardi

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

The Board of Governors draws up and approves the admissions criteria and delegates the admissions process to a Sub-Committee of the Board of Governors or to the Principal who reports to the Sub-Committee of the Board of Governors.

### 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 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.

1. Children from socially disadvantaged circumstances born between 2 July 2016 and 1 July 2017 (both dates inclusive) who reside in the Parishes of Annaclone (as detailed on the \*Parish Boundary Map) or All Saints Ballela or The Corbet or for whom All Saints' Nursery Unit (at St Colman's Primary School) is the closest Nursery and who have listed All Saints' Nursery Unit as their first preference.

**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.**

2. Children from socially disadvantaged circumstances born between 2 July 2016 and 1 July 2017 (both dates inclusive) who do not reside in the Parishes of Annaclone (as detailed on the \*Parish Boundary Map) or All Saints Ballela or The Corbet or for whom All Saints' Nursery Unit (at St Colman's Primary School) is not the closest Nursery and who have listed All Saints' Nursery Unit as their first preference.
3. Children with special educational needs, born between 2 July 2016 and 1 July 2017 (both dates inclusive) whose parent(s)/guardian(s) reside in the Parishes of Annaclone or All Saints Ballela or The Corbet or for whom All Saints' Nursery Unit (at St Colman's Primary School) is the closest school.  
*"Special educational needs means, for these purposes, a child in his/her final pre-school year who should be treated as having special educational needs if, in the opinion of an Education Authority, they have significantly greater difficulty in learning than the majority of children of their age."*
4. Children born between 2 July 2016 and 1 July 2017 (both dates inclusive) whose parent(s)/guardian(s) reside in the Parishes of Annaclone or All Saints Ballela or The Corbet or for whom All Saints' NU (at St Colman's Primary School) is the closest school.
5. Children with special educational needs, born between 2 July 2016 and 1 July 2017 (both dates inclusive) whose parent(s)/guardian(s) do not reside in the Parishes of Annaclone or All Saints Ballela or The Corbet or for whom All Saints' NU (at St Colman's Primary School) is not the closest school.
6. Other children born between 2 July 2016 and 1 July 2017 (both dates inclusive).

\*A map showing the Parish boundaries is available to parents to view in the school. It is this map which will be used to define the above Parishes.

### Admissions Sub-Criteria

In the event of more children satisfying the last criterion which can be applied in the order of priority set down above, then selection for the remaining places will be on the basis of the following sub-criteria in the stated order:-

- (i) Children who have listed All Saints' Nursery Unit as their first preference;
- (ii) Children with sibling(s)/half-sibling(s)/step or foster siblings presently enrolled in St Colman's Primary School and/or at All Saints' Nursery Unit;
- (iii) Eldest or only child in the family;
- (iv) Children of families with exceptional circumstances (social, emotional, physical, medical or security) that necessitate admission to St Colman's Primary School;  
***(The Board of Governors have a duty to verify any claim under this criterion, therefore exceptional circumstances must be made in writing and must include written evidence e.g. from a GP, social worker etc and attached to the application form at the time of submission. The acceptance of the exceptional circumstances is at the discretion of the Board of Governors).***
- (vi) Children currently on the "At Risk" register maintained by Southern Health and Social Care Trust;
- (vii) The remaining places will be allocated on the basis of age with priority being given to the oldest children. Where two or more children have the same date of birth, final selection will be on the basis of alphabetical order of the surnames. If two or more children have the same surname the alphabetical order of the first forename will be used and if required thereafter subsequent forenames.

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 admission criteria is stated on the application form or securely attached to it including the child's birth certificate.

Home is the child's permanent address and not a child minder's/relative's address.

### Children in their Penultimate Pre-School Year

In the event of there being places remaining after applying the criteria to all children in their final pre-school years, i.e. those born between 2 July 2016 and 1 July 2017 (inclusive), those remaining places will be allocated to children in their penultimate pre-school year, i.e. those born between 2 July 2017 and 1 July 2018 (inclusive). The places will be allocated according to chronological age, beginning with the oldest.

Where two or more children have the same date of birth (except twins or multiple births) final selection will be on the basis of the alphabetical order of the surnames. If two or more children have the same surname the alphabetical order of the first forename will be used and if required thereafter subsequent forenames.

### 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 List Policy

If a parent/guardian wishes their child's name to be held on a waiting list for the Nursery Unit, please inform the school. The above criteria will be applied to those on the waiting list at the time when a place becomes available.