

The Irish Society's Primary School Nursery Unit  
3 Rugby Avenue  
Coleraine  
BT52 1JL

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

Principal: Mr C A Murdock  
Chair of Board of Governors: Mr S Wilson

Telephone: 028 7034 3444  
E-mail: cmurdock537@c2kni.net  
Website: www.irishsocietytps.co.uk

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

The Board of Governors will determine the Admissions Criteria. The criteria will be applied by the Principal on behalf 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 2021 at 12noon (GMT) and an application submitted by the closing date of 29 January 2021 at 12noon (GMT) will be treated as a punctual application. An application received after 12noon (GMT) on 29 January 2021 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 to be used in the event of the school being oversubscribed. The criteria are listed in order of priority.

Children will be admitted according to the following statutory criteria:

1. Children from socially disadvantaged circumstances in their final pre-school year i.e. born between 2 July 2017 and 1 July 2018 (inclusive);
2. Children not falling within sub-paragraph (1) in their final pre-school year; and who at the time of their proposed admission will not have a pre-school education place, whether full-time or part-time, at another school or any other premises.

**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

In the event of oversubscription on the application of a statutory criterion the sub-criteria will be applied in the order set down.

- a. Children will be selected in accordance with the preference for The Irish Society's Nursery Unit named on the application form i.e., those whose form indicates a first preference will be selected before those whose form indicates a second or subsequent preference, second preferences will be selected before third or subsequent preferences etc.
- b. Children who have siblings attending The Irish Society's Primary School at the time of application.
- c. Children whose siblings have been offered a provisional place at The Irish Society's Primary School.
- d. Children who have had siblings attending The Irish Society's Primary School.
- e. Children who are the eldest in their family at time of application to apply to a mainstream nursery unit. Children who are more than 7 years younger than their next eldest sibling will be included within this criterion.
- f. Children who are the only child in their family at time of application to apply to a mainstream nursery unit.
- g. Children will be admitted on the basis of the initial letter of their legal surname as set out below:

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

In the event of surnames beginning with the same initial letter, the subsequent letters of the surname will be used in alphabetical order. In the event of two identical surnames, the alphabetical order of the initial of the forenames, as stated on the birth certificate, will be used.

It is the responsibility of parents to make all relevant information available to governors at the time of application. It should be noted that parents may be required to produce information pertinent to the verification of the above criteria.

When considering which children should be selected for admission, the Board of Governors will only take into account information which is detailed on 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.

### **Criteria for children not in their final pre-school year**

Should places remain after the application of the above criteria to children in their final pre-school year; places will be allocated strictly in accordance of chronological age beginning with the eldest child.

### **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**

Should a vacancy arise after placement letters have been issued, all applications for admission to the 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 the end of the academic year. The school will contact parents in writing if a child gains a place in the school by this method. A child's name will be automatically added to the list. Parents should contact the school if they wish for their child to be removed from the list.