

Good Shepherd Primary School Nursery Unit  
42 Dungiven Road  
Waterside  
Derry BT47 1BW

Voluntary Maintained Nursery Unit  
Admissions No: 52 (Full-time)  
Nursery Opening Times: 8:45am – 1:30pm

Telephone: 028 7134 8446

Principal: Mrs S. McCafferty B.Ed M.Ed PQHNI  
Chair of Board of Governors: Mrs Mary Hegarty

E-mail: [info@goodshepherd.derry.ni.sch.uk](mailto:info@goodshepherd.derry.ni.sch.uk)

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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 an Admissions Committee consisting of the Principal and at least three Governors.

Children who are not normally resident in Northern Ireland at the time of proposed admission will not be considered for places until all children who reside in Northern Ireland have been considered. The Board of Governors have determined that, in the event of more applicants than places available the following criteria will be applied, in the order set down, to select children for the available places.

### 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 2022 at 12noon (GMT) and an application submitted by the closing date of 28 January 2022 at 12noon (GMT) will be treated as a punctual application. An application received after 12noon (GMT) on 28 January 2022 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 born between 2 July 2018 and 1 July 2019.
- 2 Children born between 2 July 2018 and 1 July 2019.

**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 there being more applicants satisfying the last criterion which can be applied, then selection for the remaining places will be based on the following sub-criteria:

- (a) Children whose brother(s)/sister(s), half-brother(s)/sister(s), step-brother(s)/sister(s) or legally adopted brother(s)/sister(s) are presently enrolled in Good Shepherd Primary & Nursery School (**Please state name and class year in application**) and have selected Good Shepherd Nursery Unit as their 1<sup>st</sup> Preference.
- (b) Children whose parent(s)/guardian(s) reside in the Parishes of Glendermott or Ardmore (no order of preference applies) and have selected Good Shepherd Nursery Unit as their 1<sup>st</sup> Preference.
- (c) Children whose parent(s)/guardian(s) is currently a permanent employee in Good Shepherd Primary and Nursery School and have selected Good Shepherd Nursery Unit as their 1<sup>st</sup> Preference.
- (d) Applications that have selected Good Shepherd Nursery Unit as their 1<sup>st</sup> Preference.
- (e) Children, who in the opinion of the Board of Governors, have significant special needs, which indicate that the child would benefit from Nursery Education (Documentary Evidence must be submitted to the Board of Governors) and have selected Good Shepherd Nursery Unit as their 1<sup>st</sup> Preference.
- (f) Children, who in the opinion of the Board of Governors, have special home circumstances/special needs and have selected Good Shepherd Nursery Unit as their 1<sup>st</sup> Preference, will be considered in the order set down below:
  - 1) Other child/parent/guardian with a long term illness – medical evidence is required.
  - 2) A child who has one or both parent(s)/guardian(s) deceased.
  - 3) A child from a family of 3 or more pre-school children.
  - 4) Children who are twins or other multiple births.
- (g) Other Children.

In the event of there being more applicants than places remaining for the last sub-criterion which can be applied, then selection will be on the basis of a rank order of age (oldest first). In the event of two or more identical dates of birth, selection will be made using a randomised selection of letters as listed below.

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

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

### **Non-Statutory Criteria**

3 Children born between 2 July 2019 and 1 July 2020. Chronological order of the pupils' ages, oldest first. In the event of two or more identical dates of birth, selection will be made using the randomised selection of letters tie-breaker as listed above.

**It is important that parent(s)/guardian(s) when submitting the application form provide 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 incorrect or misleading information, then the Board of Governors may withdraw the offer. All criteria will apply as at closing date on application form.

If parent(s)/guardian(s) experience difficulty in completing the form, they should consult the Principal.

### **Applications after 1 September 2022**

The same criteria will apply.

Parent(s)/Guardian(s) should note that if their child is seeking nursery provision for the 2<sup>nd</sup> year they MUST reapply via the online Application procedure.

### **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.

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 the Open Enrolment Admissions procedure concludes, all applications for admission to Nursery for September 2022 that were initially unsuccessful will be automatically added to our waiting list and the published criteria applied. The waiting list will remain in place until June 2023. The school will contact parents/guardians if a place becomes available. Parents/Guardians are asked to contact the school if you wish for your child's name to be removed from the list.

The 'School's Waiting List Policy' on the consideration of applications after the Open Enrolment Admissions procedure concludes, is available directly from the school, or can be accessed on our school website. Should a vacancy arise, the above criteria will be applied in order to select pupils.