

Sandbrook Nursery School  
Wellwood Avenue  
Sydenham  
Belfast BT4 1NG

Controlled Nursery School  
Admissions No: 52 (Full-time)  
Session Times: 9:00am – 1:30pm

Principal: Mrs L Cromie BA (Hons) PGCE  
Chair of Board of Governors: Mr S Warke

Telephone: 028 9067 1115  
Website: [www.sandbrooknursery.com](http://www.sandbrooknursery.com)

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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 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.

The Department of Education for Northern Ireland has advised on the drawing up of the following criteria for nursery schools.

Priority will be given in the following order to:

1. Children born between 2 July 2018 and 1 July 2019 whose parent(s)/guardian(s) are from socially disadvantaged circumstances.
2. Children born between 2 July 2018 and 1 July 2019.

At the time of their proposed admission these children must 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

The Board of Governors of the school has drawn up sub- criteria to be followed in the event of over-subscription within any of the above criteria.

- i Children for whom Sandbrook Nursery School has been listed on the application form as first preference.
- ii Preference will be given to children who are siblings or half siblings of pupils and/or former pupils and other children living permanently at the same address. (Indicate full name, year group and date of attendance)
- iii Children in their penultimate pre-school year who are currently in attendance at Sandbrook Nursery School.
- iv Preference will be given to children whose permanent residence is the closest to the nursery. Distance will be determined by a straight line measurement generated electronically using a computer program provided by the Ordnance Survey of Northern Ireland.

In the event of two or more children living the same distance from school, applicants will be admitted on the basis of the initial letter of their legal surname as stated on their birth certificate in the order set out below:

**O B E U T K C A D G M S R Mac Z Q J I F H N Mc V W X Y P L**  
(This order was determined by randomised selection of the letters)

In the event of the surnames beginning with the same 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 initials of the forenames will be used.

3 Children born between 2 July 2019 and 1 July 2020.

In the event of over-subscription within criterion 3, priority will be given to the oldest children in this category

In the event of two children having the same date of birth, alphabetical order using the randomised selection above will be used.

These admission arrangements will apply for the 2022/2023 school year.

### **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.

The Governor's request that the following documentation is provided to the school by 4<sup>th</sup> February 2022

- An original birth certificate for the child

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

- A recent bank or building society bank 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 12 months is accepted

### Waiting List Policy

Sandbrook Nursery School will operate the following 'Waiting List Policy'. Should a vacancy arise after 16 June 2022 all applications for admission to the Nursery School 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 30 June 2023.

Your child's name will be automatically added to the list. Please contact the school if you wish for your child's name to be removed from the list.

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 admissions criteria is stated on the application form or attached to it. Examples of such information include whether the child has had brothers or sisters attending the school.