

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

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 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 2023 at 12noon (GMT) and an application submitted by the closing date of 27 January 2023 at 12noon (GMT) will be treated as a punctual application. An application received after 12noon (GMT) on 27 January 2023 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.

Statutory Criteria

1. Children from socially disadvantaged circumstances in their final pre-school year who were born:
 - on or between 2 July 2019 and 1 July 2020 (inclusive) and whose parents have not exercised their right to defer their child's entry to primary school; or,
 - on or between 1 April 2019 and 1 July 2019 (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 2024.

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).

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 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:

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

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 2019 - 1 July 2019 (inclusive), or were due to be born on or between those dates but were born earlier; and,
 - 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 2020 and 1 July 2021 (inclusive); 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 that child's parent has completed a request to defer their child starting P1 until September 2025.

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 2023/2024 school year.

Supporting Documents

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. It is important that parent(s)/guardian(s), when submitting the application form, provide all relevant supporting information and written evidence that may be needed as per the published admissions criteria including the child's birth certificate. Examples of such information include whether the child has had brothers or sisters attending the school.

The Governor's request that the following documentation is provided to the school by 31st January 2023 for applicants who are applying in January 2023.

- 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

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.

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

Sandbrook Nursery School will operate the following 'Waiting List Policy'. Should a vacancy arise after 13 June 2023 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 2024.

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.