

St Joseph's Primary School Nursery Unit
28 Convent Hill
Bessbrook
Newry BT35 7AW

Maintained Nursery Unit
Admissions No: 52 (Full-time)
Session Times: 9:00am – 1:30pm
A mid-day meal is available for pupils

Telephone: 028 3083 0356

Principal: Mrs Frances Hannaway
Chair of Board of Governors (Acting): Mrs. Roisin Ward

E-mail: info@stjosephs.bessbrook.ni.sch.uk

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

The Board of Governors draws up the admissions criteria and delegates responsibility for initial application of admissions criteria to the school Principal. Any reference herein to the term the Board of Governors includes the Principal appointed by the Board of Governors for the purposes of applying the admissions criteria.

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 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.

All documentation relevant to your application must be provided before 4 February 2022 at 12 noon. Any information received after this date will not be considered until Stage 2 of the admission process.

- 1 Children from socially disadvantaged circumstances born between 2 July 2018 and 1 July 2019 (*both dates inclusive*) who reside in the *Parish of Lower Killeavy.

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.

- 2 Other children from socially disadvantaged circumstances born between 2 July 2018 and 1 July 2019 (both dates inclusive).
- 3 Children born between 2 July 2018 and 1 July 2019 (both dates inclusive) who reside in the *Parish of Lower Killeavy in the traditional catchment area of St. Joseph's P.S. School.
- 4 Children born between 2 July 2018 and 1 July 2019 (both dates inclusive) who reside in the *Parish of Lower Killeavy.
- 5 Other children born between 2 July 2018 and 1 July 2019 (both dates inclusive).
- 6 Children born between 2 July 2019 and 1 July 2020 (both dates inclusive) who reside in the *Parish of Lower Killeavy in the traditional catchment area of St. Joseph's P.S. School.
- 7 Children born between 2 July 2019 and 1 July 2020 (both dates inclusive) who reside in the *Parish of Lower Killeavy.
- 8 Other children born between 2 July 2019 and 1 July 2020 (both dates inclusive).

Admissions Sub-Criteria

In the event of more pupils 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:-

- (i) Children who reside in the *Parish of Lower Killeavy, with brother(s)/sister(s)/half-brother(s)/half-sister(s), including those fostered or adopted, presently enrolled in St Joseph's Primary School and Nursery Unit;
- (ii) Children with brother(s)/sister(s)/half-brother(s)/half-sister(s), including those fostered or adopted, presently enrolled in St Joseph's Primary School and Nursery Unit;
- (iii) Children who have nominated St Joseph's Primary School Nursery Unit as their first preference;

- (iv) Children who, in the opinion of the Board of Governors, have exceptional home circumstances considered in the following order:-
- a) a child who has one or both parents deceased;
 - b) a child whose parent has a serious long-term illness/serious physical disability; (medical evidence required);
 - c) children who are twins (or other multiple births);
 - d) a child from a family of three or more pre-school age children;
 - e) a child whose younger sibling has a serious long-term illness/serious physical disability; (medical evidence required).
- (v) A child who is a 'Looked After Child' (LAC) by definition of the local Health & Care Trust.
- (vi) First child in the family
- (vii) Only child in the family.

If oversubscribed after the above criteria has been applied, children will be selected for admission on the basis of initial letters of surname (as entered on Birth Certificate) in the order set out below:

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

This order was determined by a randomised selection of letters.

Random.Org (IP: 85.31.139.132 Timestamp: 2021-11-23 16:11:30 UTC)

In the event of surnames beginning with the same initial letter, 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, and if necessary the subsequent letters of the forename.

Duty to Verify

Where St Joseph's Nursery Unit is the nominated first preference setting, then the "Duty to Verify" documents (see below) must be presented to the school on or before 4 February 2022 at 12 noon in order for this information to be punctual in Stage 1. Any information received after this date will not be considered until Stage 2.

Upon application the school **will require** verification of addresses and age:

Any one of the following documents can be used to verify age:

- Child's Birth Certificate (preferable);
- Letter awarding Child Benefit to the child or another letter relating to this benefit;
- Child's Medical Card;
- Child's passport;
- Child's adoption certificate.

Any two of the following documents can be used to verify home address of child:

- Bank or building society statement;
- Utility bill (for instance Electricity, Gas, Television Licence, Telephone);
- Addressed payslip;
- Letter awarding Child Benefit to the child or another letter relating to this benefit;
- Mortgage statement;
- Land and Property Services rates demand.
- Financial statement such as ISA, Pension or Endowment.
- Current Driving Licence;
- Rental agreement

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.

Waiting List Policy

Should a vacancy arise after the offer of places, any applications that were initially refused, will be placed in accordance with published criteria. This waiting list will be in place until the end of the academic year.

The school will contact you in writing if your child is to be offered a place by this process.

Your child's name will automatically be added to the waiting list. Please contact the school should your child gain a place in another pre-school setting or that you want your child removed from the list.

Note

It is expected that all children will be toilet trained by the time of admission. If parents feel there may be difficulties with this they should contact the Principal.