

Edenderry Nursery School  
Princess Way  
Portadown  
Craigavon BT63 5EP

Principal: Mrs. K. Bovis B.Ed  
Chair of Board of Governors: Mrs M Irwin  
Virtual Tour Available on School Website.

Controlled Nursery School  
Admissions No: 52 (Full-time)  
Session Times: 8:45am – 1:30pm  
A mid-day meal is available

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[www.edenderrynurseryportadown.com](http://www.edenderrynurseryportadown.com)

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### 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 to an Admissions Sub-Committee, which includes the Principal, the responsibility for applying these criteria. Any reference herein to the term the Board of Governors includes any Sub-Committee appointed by the Board of Governors for the purposes of applying the admissions criteria.

In the event of there being more applications than places available, the Admissions Committee of the Board of Governors will apply the admissions criteria in the order indicated below to identify which children are to be admitted either at the beginning of, or later in the school year.

### 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.

1 Children from socially disadvantaged circumstances born between 2 July 2018 and 1 July 2019 (both dates inclusive).

**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 Children not from socially disadvantaged circumstances born between 2 July 2018 and 1 July 2019 (both dates inclusive)

### Admissions Sub-Criteria

In the event of oversubscription in any of the above criteria, children to be selected for admission will be identified by applying the following sub-criteria in the stated order:-

- (i) Children for whom Edenderry Nursery School is the Controlled Nursery School nearest to the child's home.
- (ii) Children will be selected for admission on the basis of the initial letter of surname (as entered on Birth Certificate) in the order set out below:-

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

(In the case of a double barrelled surname the first surname will be used).

This order was determined by a randomised selection and is subject to change on a yearly basis.

In the event of surnames, as given on the Birth Certificate, beginning with the same initial letter, the subsequent letters of the surname will be used in the order above. In the event of two identical surnames the random selection order will be used on the first forename (as given on the Birth Certificate). In the event of two identical forenames chronological age starting with the eldest will be used.

### Children in their penultimate pre-school year

In the event of places remaining after applying the criteria to all children in their final pre-school year i.e. those born between 2 July 2018 and 1 July 2019 (inclusive), those remaining places will be allocated to children in their penultimate pre-school year i.e. those born between 2 July 2019 and 1 July 2020 (inclusive). The places will be allocated according to chronological age, beginning with the eldest.

Where two or more children have the same date of birth, final selection for admission will be on the basis of the initial letter of the surname (as entered on the Birth Certificate) according to the letters of the alphabet in the randomised selection above.

### **Note 1**

Applicants considering where their closest Nursery School is situated should note that Edenderry Nursery School is a Nursery School and NOT a Nursery Unit. The child's closest Nursery School will be determined by measuring the distance from the child's home address to the entrance door of Edenderry Nursery School using an Ordnance Survey map (Linear Distance)

### **Note 2**

Home is the child's permanent place of residence. It is not the child-minder's or a relative's address.

### **Note 3**

All children, except those with special circumstances or medical needs, must be toilet trained by the time of admission. If difficulties are likely to be encountered during school-time it is expected that parents will make the Principal aware of the situation before the child commences attendance.

### **Note 4**

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.

### **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.

To enable the Board of Governors to verify addresses, all applicants should provide **any two** of the following three documents:

- A bank or building society statement which shows the address at which the child is resident
- A utility bill (e.g. electricity, gas, television license, telephone) which shows the address at which the child is resident
- The child's medical card.

This is in addition to the standard requirement to provide a Birth Certificate in order to verify the age of the child.

All supporting documents must be originals. Applicants must have their verification documentation with their 1<sup>st</sup> preference provider on or before **12 noon on Friday 4<sup>th</sup> February 2022**. Original documents will be returned and a photocopy held to the end of the admissions process.

### **Waiting List Policy**

Should a vacancy arise after the issue of all 52 placement letters, the Board of Governors has determined that the remaining unsuccessful applicants will be put on a reserve list – this will be known as the WAITING LIST. In the event of any child not taking their place in the nursery school the waiting list policy will be applied and will follow the same criteria for selection as the Admissions Policy until all vacant places are filled.