

ST LUKE'S NURSERY SCHOOL

FINAL

MAINTAINED NURSERY SCHOOL

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**Principal:** Mrs. Cathy Cassidy, B.Ed.Hons., PQH (NI)

**Chair of Board of Governors:** Mrs. Elizabeth Wilson

Admissions No. 52

### **Respective Functions of the Board of Governors**

The admissions criteria will be applied by a Selection Committee consisting of the Principal and three Governors, subject to the final approval of the Board of Governors. If parent(s)/guardian(s) have any difficulty in completing the form, please consult the Principal.

### **Session times**

8.30 a.m. – 1.30 p.m. (staggered entry and exit from Nursery due to COVID-19)

### **Admissions criteria**

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 has determined that, in the event of more applicants than the places available, the following admissions criteria will be applied, in the order set down, to select children for the available places.

Priority will be given to children who are in their **final** pre-school year.

1. Children from socially disadvantaged circumstances who were born between 2<sup>nd</sup> July 2016 and 1<sup>st</sup> July 2017 who reside in St. Luke's Parish.
2. Children from socially disadvantaged circumstances who were born between 2<sup>nd</sup> July 2016 and 1<sup>st</sup> July 2017.
3. Children born between 2<sup>nd</sup> July 2016 and 1<sup>st</sup> July 2017 whose parent(s)/guardian(s) reside in the area of St. Luke's Parish.
4. Other children born between 2<sup>nd</sup> July 2016 and 1<sup>st</sup> July 2017.
5. Children born between 2<sup>nd</sup> July 2017 and 1<sup>st</sup> July 2018 (in order of age).

**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 have their application form stamped by the Social Security/Jobs and Benefits Office to confirm that they are in receipt of a qualifying payment.*

### **Sub Criteria**

In the event of over-subscription, after the above 1-5 have been applied, the following sub-criteria will be applied:

- a) Priority will be given to children whose parents have listed St. Luke's Nursery School as their first preference, followed by second preference and so on.
- b) Children of staff currently employed or serving members of the Board of Governors in St. Luke's Nursery School.
- c) Children whose sibling currently/previously attended St. Luke's Nursery School. (Documentation required).
- d) Children whose brother/sister, half-brother/half-sister is presently enrolled in Holy Evangelists' Primary School.
- e) Children whose parent, brother or sister is a past pupil of St. Mark's, St. Luke's or Holy Evangelists' Primary School.
- f) One child in the family.

If there are more children satisfying the last criterion which can be applied, then selection for all places remaining in this category will be on the basis of the initial letter or surname as per the birth certificate in the order set out below:

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

The order was determined by a randomised selection of letters of the alphabet. In the event of surnames beginning with the same letter the subsequent letters of the surnames will be used in alphabetical order. In the event of two identical surnames the alphabetical order of the initials of the forenames as per the birth certificate will be used.

It is important that parent(s)/guardian(s) when submitting the application form give all the relevant supporting information and written evidence that may be needed, including the child's Birth Certificate.

All criteria will apply as at the closing date on the application form.

Please note that children who are currently in their penultimate pre-school year will not have automatic entitlement to a second year of pre-school education. These children **must** submit a new application for consideration.

### **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 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**

The Waiting List Policy can be obtained directly from the School.

Updated November 2020.

[www.eani.org.uk/admissions](http://www.eani.org.uk/admissions)