

Ballymoney Nursery School  
North Road  
Ballymoney  
BT53 6BW

Controlled Nursery School  
Admissions No: 104 (Part-time)  
Session Times: - Morning Session: 9:00am – 11:30am  
Afternoon Session: 12:15pm – 2:45pm

Principal: Mrs J Trimmings, B.Ed. (Hons), PGDip (SQH)  
Chair of Board of Governors: Mrs Tracy Hanna

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

The Board of Governors will determine the Admissions Criteria. The criteria will be applied by the Principal on behalf of the Board of Governors.

### 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.

### Admissions criteria to be used in the event of the school being oversubscribed. The criteria are listed in order of priority.

Part-Time Places (104 places) will be allocated in the order set out below:

#### Statutory Criteria

Children will be admitted according to the following statutory criteria:

1. Children from socially disadvantaged circumstances in their final pre-school year i.e. born between 2 July 2018 and 1 July 2019 (inclusive);
2. Children not falling within sub-paragraph (1) in their final pre-school year;

and who at the time of their proposed admission will 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

In the event of oversubscription on the application of a statutory criterion the sub-criteria will be applied in the order set down.

- a. Children already attending the nursery at time of application.
- b. Children of staff who work in Ballymoney Nursery School.
- c. Children will be admitted in accordance with the preference for Ballymoney Nursery School named on the application form i.e. those whose form indicates a first preference will be selected before those whose form indicates a second preference or subsequent preference; second preferences will be selected before third or subsequent preferences etc.
- d. Children who have siblings (including half, step and foster siblings) attending or who have attended the school.
- e. Children who are the first in the family.
- f. Applicants will be admitted on the basis of the initial letter of their legal surname in the order set out below:

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

(This order was determined by a randomised selection of letters)

In the event of surnames beginning with the same initial 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.

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.

### **Criteria for children not in their final pre-school year**

Should places remain after the application of the above criteria to children in their final pre-school year; places will be allocated strictly in accordance with chronological age beginning with the eldest.

### **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 is available directly from the Nursery.