

# Admissions criteria for entry September 2025

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

Co - Principal: Mrs J Trimmings, B.Ed. (Hons), PGDip (SQH)  
Co- Principal: Ms S Müller BA (Hons), QTS  
Chair of Board of Governors: Mrs K Walker

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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 2025 at 12noon (GMT) and an application submitted by the closing date of 24 January 2025 at 12noon (GMT) will be treated as a punctual application. An application received after 12noon (GMT) on 24 January 2025 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

1. Children from socially disadvantaged circumstances in their final pre-school year who were born:
  - On or between 2 July 2021 and 1 July 2022 (inclusive) and whose parents have not exercised their right to defer their child's entry to Primary School; or,
  - On or between 1 April 2021 and 1 July 2021 (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 2026.
2. Children not from socially disadvantaged circumstances (as defined below) who are in their final pre-school year (as defined by criteria 1).

**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.**

### 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 below:

- (a) Children already attending Ballymoney Nursery School at time of application.
- (b) 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.
- (c) Children who have siblings (including half, step and foster siblings) attending or who have attended the school.
- (d) Children who are the first in the family.
- (e) Applicants will be admitted on the basis of the initial letter of their legal surname in the order set out below:

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

(This order was determined by a randomised selection of letters, witnessed independently.)

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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. Parents should therefore ensure that all information pertaining to their child and relevant to the school's admissions criteria is stated on the application or attached to it.

### **Non-statutory criteria**

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 2021 - 1 July 2021 (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 2022 and 1 July 2023 (inclusive); or,
- on or between 1 April 2022 and 1 July 2022 (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 2027.

### **Tie Breaker – Non Statutory Criterion 3**

Children within Criterion 3 will be selected in Chronological Order of Age – eldest child first. In the event of two or more children having the same DOB the above random selection of letters will be used.

### **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.