

St Martin's Nursery School
Monagh Link
Belfast
BT11 8EJ

Maintained Nursery School
Admissions No: 52 (Full-time)
Session Times: 9.00 am to 1.30 pm

Principal: Miss Marie-Louise Boyle
Chair of Board of Governors: Mrs Catherine Matthews

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

The Board of Governors has drawn up the school's admissions criteria and has delegated to the principal its function and responsibility in relation to the application of the criteria and the admission of pupils to the school.

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 07 January 2026 at 12noon (GMT) and an application submitted by the closing date of 21 January 2026 at 12noon (GMT) will be treated as a punctual application. An application received after 12noon (GMT) on 21 January 2026 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.

Children who are not normally resident in Northern Ireland will not be considered for places until all children who live 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.

Statutory Criteria

1. Children from socially disadvantaged circumstances in their final pre-school year who were born:
 - on or between 2 July 2022 and 1 July 2023 (inclusive) and whose parents have not exercised their right to defer their child's entry to primary school; 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,
 - 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 2027.

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.

2. Children not from socially disadvantaged circumstances (as defined above) who are in their final pre-school year (as defined by Criterion 1).

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.

- a Children who are returning to St Martin's Nursery School for a second year
- b Children who have named St Martin's Nursery School as their first preference and whose parent(s)/guardian(s) is/are currently a permanent employee in the school St Martin's Nursery School/Holy Trinity Primary School.
- c Children who have named St Martin's Nursery School as their first preference and who reside within the Parish of Holy Trinity with his/her parent(s)/Legal Guardian(s) and have brother(s)/sister(s)/half-brother(s)/half-sister(s) attending/attended St Martin's Nursery (**Please indicate name and dates of attendance**).
- d Children who have named St Martin's Nursery School as their first preference and who reside within the Parish of Holy Trinity with his/her parent(s)/Legal Guardian(s) and are the First/only child in the family. (Twins or multiple births will be considered as a first child)

- e Children who have named St Martin's Nursery School as their first preference and have brother(s)/sister(s)/half-brother(s)/half-sister(s) attending/attended St Martin's Nursery (Please indicate name and dates of attendance).
- f Children who have named St Martin's Nursery School as their first preference and are the First/only child in the family. (Twins or multiple births will be considered as a first child)
- g All other children.

In the event of there being more applicants than places remaining after the above criteria have all been applied then children will be selected for admission on the basis of initial letter(s) of surname (as entered on Birth Certificate) in the order set out below:

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

This order was determined by a randomized selection of letters on 05.11.25

In the event of two or more children having the same surname the alphabetical order of the forename as registered on the birth certificate will be used.

Non-statutory criteria

Note: 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 2022 - 1 July 2022 (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 2023 and 1 July 2024 (inclusive); or,
- on or between 1 April 2023 and 1 July 2023 (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 2028.

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.

Important Notice

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 ensure that all information relating to their child is included on the application and related to the admission criteria for example

- Name of sibling(s) attending/previously attended St Martin's Nursery School
- Year of attendance
- Residency in the Parish of Holy Trinity.

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.

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 Tuesday 19 May 2026 all applications for admission to St. Martin's Nursery School that were: - initially refused,

- initially refused
- new applications,
- late applications and
- applications where new information has been provided

will be treated equally and the published criteria applied.

This waiting list will be in place until June 2027

The school will contact you if your child gains a place in the school by this method. Please contact the school if you wish your child's name to be removed from the list.

Applications and Admissions to Pre-School

| Year | Total Applications | Total Admissions |
|------------|--------------------|------------------|
| 2025/2026* | 71 | 52 |

****The Total Admissions for year 2025/2026 includes all pre-school children admitted to the pre-school including those who have a statement of special educational needs and/or may be attending SPiMS.***

(SPiMS = Specialist Provision in Mainstream School)