



Making an application for nursery 2024

Welcome!

- ▶ Thank you for expressing an interest in our school.
- ▶ 2 teaching staff supported by 3 nursery assistants.
- ▶ Facilities- 2 classrooms, large outdoor area which has undergone considerable development, quiet room, sensory room and meals kitchen. School dinners provided daily.
- ▶ Operation hours – 8.45/9 -1.15/30 daily, early morning drop off services after settling in period from 8.15am @ £1.50/ session. Early finish on Fridays at 1.00 and 1.15pm respectively.
- ▶ Offering a broad and balanced curriculum with a host of additional activities - JJJ, Mr h ,mindfulness sessions, tinyKikz, loving language sessions, fundamentals with GAA, emergency services etc.

Application process

- ▶ <https://www.eani.org.uk/school-management/ea-digital-admissions-online-resource-hub/videos-and-presentations>
- ▶ All information you require for making an application can be found at the above link.

Information required

- ▶ Prospectus, Admissions criteria and Promotional video on website
- ▶ www.stmichaelsnurseryschool.com
- ▶ Other providers information available on Education Authority website
- ▶ Applying for a pre school place fact sheet from EA website
- ▶ 12th December 2023- EA publishes information on website about the pre-schools admissions procedure and admissions criteria for schools/providers
- ▶ Application process online with the ability to complete and submit digitally from the 9th January 2024. Applications process will close on 26th January 2024 at 12 noon.
- ▶ All verification documents must be uploaded to pre school admissions portal on or before 4pm on 31st January 2024.

What to do ...



Note social disadvantage/ eldest or only child - if ticking social disadvantage you must complete a benefit verification form – You will receive an email prompting you to complete and upload this document in support of your application.



Northern Ireland (NI) Citizen Portal

Home My Account Sign Out

Admissions

Add Child

Add a child

Forename as per birth certificate *

Middle Name as per birth certificate

Surname as per birth certificate *

Gender *

Date of Birth *

Relationship to Child *

Your relationship to this child (i.e. you are the Father of this child)

Parental Responsibility *

- Yes
- No

If you have legal responsibility for this child, select Yes

Please Select Address *



Northern Ireland (NI) Citizen Portal

Home

My Account Sign Out

Admissions

Additional Information

Social Disadvantage Tick this box if your child is socially disadvantaged. You must complete a benefit verification form available at <https://www.eani.org.uk/BenefitVerification> or at any Social Security/Jobs & Benefits Office and bring to your 1st preference provider.

Eldest/Only Child Please tick this box if the child is the eldest/only child of the family. Note that some of your preferred pre-schools/schools may use this in their admission criteria. You should check the criteria for any particular definition of 'eldest child'.

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School choice

- ▶ Listing preferences of school
- ▶ Please note we offer only full-time placements
- ▶ Reasons for preference text box
NB: **must only refer to the admissions criteria**
- ▶ Only information which relates to our admissions criteria should be included in this section. All other information is irrelevant and will NOT be considered.

14:53 Tue 7 Jan pupilservices.eani.org.uk

Applying for a School Place | Education Authority Northern... Citizens Portal - Your Preferred Pre-schools/Schools

ea Education Authority **Northern Ireland (NI) Citizen Portal**

Home My Account Sign Out

Admissions

Your Preferred Pre-schools/Schools

You have selected the pre-schools/schools below. You may list up to 6 pre-schools/schools and you may change your selection until 30/01/2020 12:00 noon GMT. If you wish to add more preferences please contact preschooladmissions@eani.org.uk or primaryadmissions@eani.org.uk or call the Admissions helpline on 028 9598 5595

If you have listed more than one preference use the arrows if you want to change the order.

Preference	Pre-School/School name	Re-order
1	St Michael's NS (Belfast) FT	Edit Remove

[Add another preference](#)

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Go to edit option and will take you to page to put in reasons for preference



Warning! This application is now unsubmitted. Resubmit by pressing Next on the following pages and then select Submit on the 'Application Submission' page. Resubmit by 30/01/2020 12:00 for this online application to be considered.

Preference Reasons (Continued)

Please detail below how your child meets the admission criteria for **St Michael's NS (Belfast) FT**.

Preference Reasons (Continued)

There is a limit of 3000 characters for you to express other reasons. **3000** remaining...

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where we have a clear legal basis for doing so.

Further information on how the EA handles your information as well as details on how to contact us if you have any questions, is contained in our Privacy Notices on the EA's website at: <https://www.eani.org.uk/about-us/privacy/ea-privacy-notices>

Notification of placement

Letters will be issued on Tuesday 28th April 2020 by the primary school/preschool advising you where your child has been offered a place. (Letters for penultimate age applications will be issued on 8th June 2020).

In the event that your child has not been offered a place by this date the EA will write to you.

Preview Your Application

To see a printer friendly version of your unsubmitted application, click the Preview button

[Preview](#)

Submit Your Application

Once you 'Submit' your application you may still make changes until 30/01/2020 12:00

If you are not ready to submit your application now, you can click 'Return Later' instead and you may return to your application at a later date to make changes. You **MUST SUBMIT** it before 30/01/2020 12:00 noon GMT

I declare that I have checked the information given in this application and believe it to be correct. I declare that I have read and agree to the terms and conditions set out above.

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Option to preview full application

St Michael's Admissions criteria

- ▶ **Statutory Criteria**



- ▶ 1. Children from socially disadvantaged circumstances in their final pre-school year who were born:
 - ▶ on or between 2 July 2020 and 1 July 2021 (inclusive) and whose parents have not exercised their right to defer their child's entry to primary school; or,



- ▶ on or between 1 April 2020 and 1 July 2020 (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 2025.



- ▶ **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

Children **not** from socially disadvantaged circumstances (as previously defined) who are in their final pre-school year ie Children born between 2 July 2020 and 1 July 2021.

Sub Criteria

In the event of over subscription within any of the named statutory criteria the following sub criteria will be applied:

- 1) Children who have listed St. Michael's Nursery School as their first preference.
- 2) Children of staff currently employed in St. Michael's Nursery School.
- 3) Children whose parents are currently serving members of the Board of Governors.
- 4) Children whose parent(s)/guardian(s) reside in the parish of St. Michael's in order of priority as noted below:
 - (a) Children deemed to have special circumstances which would have a significant impact on their education as supported by a statement of Educational Need.
 - (b) Children deemed to have special home circumstances considered in the following order:
 - i. a child who has one or both parents deceased
 - ii. a child whose parent has a serious long term illness (medical evidence to reflect the serious nature of the illness).
 - (c) Brother(s)/sister(s) attending St. Michael's Nursery School.
 - (d) Children whose brother(s)/sister(s) half-brother(s)/half-sister(s) have attended St. Michael's Nursery School. (Indicate name and date of attendance)
 - (e) Brother(s)/Sister(s) half-brother(s)/half-sister(s) attending St. John the Baptist Primary School. (Indicate name and year group)
 - (f) Other children in St. Michael's Parish.

Sub criteria (contd)

- ▶ Children who reside outside St. Michael's Parish in order of priority as noted below:

- ▶

- ▶ Brother/sister attending St. Michael's Nursery School.
- ▶ Children whose brother(s)/sister(s) have previously attended St. Michael's Nursery School. (Indicate name and date of attendance)
- ▶ Brother(s)/sister(s) attending St. John the Baptist Primary School. (Indicate name and year group)

- ▶

- ▶

- ▶ If over-subscribed in any of the sub criteria taken in order concerning children in their final pre-school year final selection will be on the basis of the initial letter of their surname in the order set down below. The surname used will be as registered on the birth certificate or as subsequently legally changed and documented.

- ▶

- ▶ **FVODEJLGMWICPRQBMacUKMcYSTNHZAX**

- ▶

- ▶ The order was determined by random selection on **11.10.2023**

- ▶

- ▶ In the event of surnames with the same initial letter the next letter of the surname will be used in alphabetical order.

- ▶

- ▶ In the event of two identical surnames the alphabetical order of the forename as registered on the birth certificate will be used.

- ▶

Non- statutory criteria

- ▶ **Non-statutory criteria**



- ▶ **Note: These applications are processed only during Stage 2 of the admissions process, after final pre-school year (Statutory 1 and 2) applications.**



- ▶ Children who were born:



- ▶ on or between 1 April 2020 - 1 July 2020(inclusive), or were due to be born on or between those dates but were born earlier; 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 2021 and 1 July 2022 (inclusive); 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 that child's parent has completed a request to defer their child starting P1 until September 2026.



- ▶ 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.



Submitting

Application forms should be completed and submitted on or before 26th January 2024 no later than 12 noon.

Supporting documents must be **uploaded** to pre school admissions portal no later than **4pm 31st January 2024 including:**

- ▶ Benefits verification form
- ▶ Birth certificate
- ▶ Utility bill
- ▶ Verification of child's address: Letter awarding tax credit **naming child**/ medical card/ recent hospital appointment letter/ bank account.
- ▶ Name(s) of siblings who have attended St. Michael's Nursery School (Name(s) and Date of Attendance)
- ▶ Name(s) of siblings attending St. John the Baptist Primary School (Name(s) and Year Group).

Should you require additional help in completing your application you can avail of virtual clinics which can be booked through the admissions helpdesk or through GO ON NI

Admissions helpdesk :02895985595 lines open from 8am-8pm Mon-Thu and 8am-5pm

What happens next?

- ▶ You will receive an email confirmation that your application has been submitted.
- ▶ You will receive an email from the EA to prompt you to upload your supporting documents.
- ▶ Last note - good luck! We are delighted with the level of interest in the school and I can assure you that your child will receive a first-class education - but we may well be over-subscribed and some of you will be disappointed!
- ▶ You will be informed of the outcome of your application by email on the 25th April 2024
- ▶ Invited to induction meeting on 15th May 2024

Thank you!