

Millington Nursery School
Craigavon Avenue
Portadown
Craigavon BT62 3HQ

Principal: Mrs T Millar BEd (Hons)
Chair of Board of Governors: Mr D Causby

An open day will be held on Monday 9th December from
1.30pm until 3.30pm

Controlled Nursery School
Admissions No: 78 (Full-time)
Session Times: 8:45am – 1:15pm
A mid-day meal is available

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Email: millingtonnursery@gmail.com

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

The Board of Governors draws up the admissions criteria and delegates to an Admissions Sub-Committee, which includes the Principal, the responsibility for applying these criteria. Any reference herein to the term the Board of Governors includes any Sub-Committee appointed by the Board of Governors for the purposes of applying the admissions criteria.

In the event of there being more applications than places available the Admissions Committee of the Board of Governors will apply the admissions criteria in the order indicated below to identify which children are to be admitted either at the beginning of, or later in the school year.

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 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.

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.

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) for whom Millington Nursery School is the Controlled Nursery School nearest to the child's home.
3. Children not from socially disadvantaged circumstances (as defined above) who are in their final pre-school year (as defined by Criterion 1) for whom Millington Nursery School is not the Controlled Nursery School nearest to the child's home.

Admissions Sub-Criteria

In the event of oversubscription within any of the above criteria, children will be selected for admission by applying the following sub-criteria in the order stated below:-

- i) Children who attended Millington Nursery School in their penultimate year.

ii) By the initial letter of their surname (as entered on Birth Certificate) in the order set out below: -

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

- In the case of a double-barrelled surname the first surname will be used (as given on the Birth Certificate)
- In the event of surnames, as given on the Birth Certificate, beginning with the same initial letter, the subsequent letters of the surname will be used in the order above. In the event of two identical surnames the random selection order will be used on the first forename (as given on the Birth Certificate). In the event of two identical forenames, chronological age, beginning with the eldest will be used.
- In the event of a child's name containing a letter which does not appear within the 26 letters of the English alphabet, the subsequent English letter of the name will be used.
- The order was determined by a randomised selection of letters carried out by the Governors of the school at a meeting on 23/10/24 and is subject to change on a yearly basis.

Non-statutory criteria

Note: Applications falling under Criterion 4 are processed only during Stage 2 of the admissions process, after final pre-school year (Statutory 1, 2 & 3) applications, in the order stated below-

4. Children who were born:

- i.) 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,
 - 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,
- ii.) 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.
- iii.) on or between 2 July 2022 and 1 July 2023 (inclusive)

Tie Breaker – Non-Statutory Criterion 4

Children within Criterion 4, i.) and 4, ii.) will be selected using random alphabetical order of surname.

Children within criterion 4, iii.) will be selected using 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.

Please read the following information carefully: -

- The Board of Governors will only consider information which is detailed on the application and is relevant to our school's admission criteria. It is the applicant's responsibility to supply this information. If applying for places under social disadvantaged criteria applicants must provide Benefit Verification to confirm that they have an entitlement. This must be clear on the documentation provided. The Governors will only consider information that is provided in full by 4pm on Wednesday 31st January 2024 if applying in January 2024. Failure to provide full information will result in an incomplete application.
- The address stated on the application form must be the child's **permanent home address and permanent place of residence. It is not a relative or a childminder's address.**
- The Board of Governors expects that all children, except those with a full written statement of special needs, **MUST** be toilet trained by their enrolment date. If difficulties are likely to be encountered during school, it is expected that parents will discuss the situation with the Principal before admission.
- Applicants considering where their closest Nursery School is situated should note that Millington Nursery School is a Nursery School and not a Nursery Unit or playgroup. The child's closest Nursery School will be determined by measuring the distance, as the crow flies, from the child's home address to the centre of Millington Nursery School using a digital mapping tool.

At the time of application **all applicants must provide an ORIGINAL BIRTH CERTIFICATE and TWO ADDITIONAL DOCUMENTS** to verify the name, age and permanent address of the child.

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 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

Should a vacancy arise after letters offering a place have been issued, the vacancy will be offered to the next rank ordered target aged applicant who was initially refused a place using the published criteria or any Late or new applications from target age children. Penultimate aged children will only be considered using the published criteria, if all target aged applicants have been considered. The waiting list will continue to apply until all places have been filled.