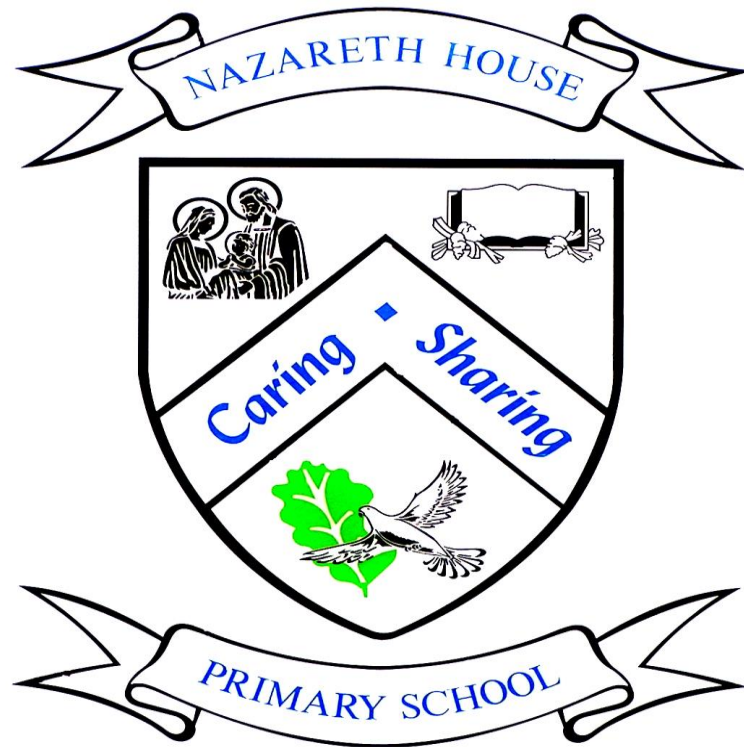


*Nazareth House Primary & Nursery
School*



Enrolment Policy.

Aims

- to attract and admit as many children as possible up to the maximum admissions number allowed by the Department of Education.
- to endeavour to be fair in all our admissions criteria so that no group or individual is disadvantaged or discriminated against.

Our admissions criteria is as follows....

Admissions Criteria – Nazareth House Nursery Unit

If your child is successful in gaining a place in Nazareth House Primary School Nursery Unit and we are over-subscribed you must provide any 2 original documents of the following 4.

- *A bank or building society statement which shows the address at which the child is resident in the name of one or of both parents/guardians;*
- *A utility bill (for instance Electricity, Gas, Television Licence, Telephone) which shows the address at which the child is resident;*
- *A letter awarding Child Benefit to the child or another letter relating to this benefit from relevant government bodies;*
- *The child's Medical Card.*

This is in addition to the standard requirement to provide a Birth Certificate at the time of application in order to demonstrate the child's age.

As a result of the "duty to verify" procedures (proof of identity and address) which are referred to at the front of the ELB admissions booklet, the offer from the pre-school may be conditional upon you providing the pre-school with documents verifying important information contained within your application. Please read carefully any correspondence issued separately from the pre-school and ensure that you provide the documents requested before the deadline stated by the pre-school.

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 following criteria will be applied in the order set down by the Board of Governors of Nazareth House Nursery Unit in selecting children for admission. In considering each criteria and sub-criteria preference will be given to those applications that place Nazareth House Nursery Unit as 1st Preference. Furthermore, 2nd Preference will be selected before 3rd Preference and so on.

- 1 Children born between 2 July 2007 and 31 August 2007 whose parent(s)/guardian(s) is/are in receipt of Income-based Jobseekers Allowance or Income Support.
- 2 Children born between 1 September 2007 and 1 July 2008 whose parent(s)/guardian(s) is/are in receipt of Income based Jobseekers Allowance or Income Support.
- 3 Children born between 2 July 2007 and 31 August 2007.
- 4 Children born between 1 September 2007 and 1 July 2008.
- 5 Other children of pre-school age born between the following dates in

chronological order eldest first:

- 2 July 2008 – 31 August 2008
- 1 September 2008 – 31 October 2008
- 1 November 2008 – 31 December 2008, etc

If there are more pupils satisfying the last criterion that can be applied, then selection for the remaining places will be on the basis of the following sub-criteria:

- (a) Children who in the opinion of the Board of Governors, on the basis of supporting evidence **at the time of application** from statutory agencies, as having special home circumstances (any child/parent/sibling in the family with serious/long term illness/special educational needs). Limit of 1 place.
- (b) Children of whom a relative (parent(s)/guardian(s), grandparent, aunt/uncle, brother/sister) is presently a permanent member of staff of Nazareth House Primary School/Nursery Unit.
- (c) Children who have older brother(s)/sister(s), {half-brother(s)/sister(s)} presently enrolled in Nazareth House Primary School.
- (d) Children who are twins (or multiple births).
- (e) Children who have older brother(s)/sister(s), {half-brother(s)/sister(s)} making simultaneous application for enrolment into Nazareth House Primary School.
- (f) Children who are the eldest/only.
- (g) Children who have had older brother(s)/sister(s), {half-brother(s)/sister(s)} previously enrolled in Nazareth House Primary School.
- (h) Other children.

If there are more pupils satisfying the last criterion, which can be applied, then selection for the remaining places will be on the basis of chronological age order (eldest first).

In the event of 2 or more applicants having the same date of birth and therefore qualify for the last place(s), selection will be based on shortest distance from the nursery unit to home (measured from the front door of the nursery to the front door of home by the most direct recognised route).

It is important that parent(s)/guardian(s) when submitting the application form give all the relevant supporting information and written evidence that may be needed including the child's birth certificate. If a place is offered on the basis of incorrect or misleading information then the Board of Governors may withdraw the offer. All criteria will apply as at closing date on application form.

The Admissions Criteria will be applied by a Selection Committee subject to the final approval of the Board of Governors.

If parents/guardians have any difficulty in completing the form then they should consult the Principal of the school.

Full-time Admission Criteria after 1 September

The same criteria will be used for applications after 1 September 2011 for admissions.

Parent(s)/Guardian(s) should also note that if their child is seeking nursery provision for the 2nd year they MUST reapply.

ADMISSIONS CRITERIA – YEAR 1

The Board of Governors of Nazareth House P.S. has determined that the following criteria shall be applied, in the event of the number of pupils applying for places in Year 1 being greater than the admissions number, in the order set down below. Applications from children normally resident in Northern Ireland will be considered before other applications. **In the event of over-subscription, verification of all qualifying information will be sought for all successful applications i.e. address, date of birth, relationship and special circumstances.**

1. Children who have attended Nazareth House Nursery Unit.
2. Children of compulsory school age who in the opinion of the Board of Governors, on the basis of supporting evidence from statutory agencies, as having special home circumstances (any child/parent/siblings in the family with serious/long term illness/special educational needs).
3. Children of compulsory school age who have older brother/sister (half brother/sister) presently enrolled Nazareth House P.S.
4. Children of compulsory school age of whom a relative (parent/guardian, grandparent, aunt/uncle, brother/sister) is presently a permanent member of staff of Nazareth House P.S./Nursery Unit.
5. Children of compulsory school age who are twins (or multiple births).
6. Children of compulsory school age who are the eldest/only child.
7. Children of compulsory school age whose parent/guardian, brother/sister, (half brother/sister) are prior pupils of the school.
8. Children of compulsory school age who have brothers/sisters (half brother/sister) making simultaneous application for enrolment into Nazareth House P.S.
9. Other children of compulsory school age.

If there are more applicants satisfying the last one of the above criteria that can be applied than there are places remaining, then the selection will take place on the basis of chronological order (eldest first).

In the event of 2 or more applicants having the same date of birth and therefore qualify for the last place(s), selection will be based on shortest distance from the Nursery Unit to home (measured from the front door of the Nursery to the front door of home by the most direct recognised route).

YEAR 1 ADMISSIONS – AFTER THE BEGINNING OF THE SCHOOL YEAR

Children who apply to enter the school during the academic year will be considered using the same criteria as for Year 1.

ADMISSION CRITERIA – YEARS 2-7

1. A pupil will be considered for enrolment provided that the school will not exceed its enrolment number as determined by the Department of Education.
2. A pupil may be accepted into the school provided this would not prejudice the efficient use of the schools' resources.
3. The Board of Governors will consider the needs of the particular pupil seeking entry to the school and decide whether it is in the pupil's best interest to transfer from another school.

For Nursery and P1 Admissions application forms are normally available from late December and need to be returned before a date in January.

For P2 –P7 admissions parents need only complete a Transfer between Schools form.