

Holy Child Nursery School  
40 Slievegallion Drive  
Belfast  
BT11 8JP

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

Principal (Acting): Mrs Margaret Kielty BEd  
Chair of Board of Governors: To be confirmed

Telephone 028 9062 7732  
E-mail: [info@holychildns.belfast.ni.sch.uk](mailto:info@holychildns.belfast.ni.sch.uk)

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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](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 2023 at 12noon (GMT) and an application submitted by the closing date of 27 January 2023 at 12noon (GMT) will be treated as a punctual application. An application received after 12noon (GMT) on 27 January 2023 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.

The Board of Governors have determined that, in the event of more applicants than the places available the following criteria will be applied, in the order set down, to select children for the available places.

1. Children from socially disadvantaged circumstances in their final pre-school year who were born:
  - on or between 2 July 2019 and 1 July 2020 (inclusive) and whose parent(s)/guardian(s) have not exercised their right to defer their child's entry to primary school: or
  - on or between 1 April 2019 and 1 July 2019 (inclusive) or were due to be born 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 2024.

**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 whose parent(s)/guardian(s) live in St Agnes' Parish at the date of application.
- b Children who have listed Holy Child Nursery School as their first choice.
- c Children with brothers/sisters/half-brothers/half-sisters presently enrolled in Holy Child Nursery School and/or Holy Child Primary School and Nursery Unit. (Indicate name and present class)
- d Children who are the eldest/only child in the family. This is subject to satisfying verification as set out below:-  
The verifying letter must state that the child is the eldest and that the child and family are known to the verifier. It must be written on headed note paper and signed by one of the following who is not a member of the applicants family.
  - (a) a medical practitioner
  - (b) a solicitor
  - (c) a clergyman or equivalent
  - (d) a school principal

- e Children whose parent(s)/guardian(s) is/are currently a permanent employee in the school or a member of the Board of Governors.
- f Children whose parent/guardian/brother/half-brother/sister/half-sister were past pupils of Holy Child Nursery School and/or Holy Child Primary School and Nursery Unit. (Indicate name and dates of attendance)
- g Children whose grandparent(s) were past pupils of Holy Child Nursery School and/or Holy Child Primary School and Nursery Unit. (Indicate name and dates of attendance)
- h In the event of there being more applicants than places remaining for the last sub-criteria which can be applied applicants will be selected for admission on the basis of the initial letter of surname as entered on the birth certificate or court order in the order set out below, as determined by a randomized selection of letters carried out by the governors of the school at a meeting on the 27 Oct 2022.

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

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, as entered on the birth certificate or court order will be used.

In the event of vacancies remaining after criteria 1-2 and sub-criteria (a)-(h) have been applied, the following criteria will be applied to other applicants.

**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 2019 – 1 July 2019 (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 2020 and 1 July 2021 (inclusive); 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 that child's parent has completed a request to defer their child starting P1 until September 2025

In the event of there being more applicants than places then selection will be on the basis of chronological age, eldest child first. For those born on the same day the award of places will be decided through sub criteria (a) – (h).

The Admissions Criteria will be applied by a Nursery Admissions Sub-Committee consisting of the Principal and three Governors subject to the final approval of the Board of Governors. The same criteria will be used for applications after 13 June 2023.

### **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**

If you wish your child's name to be held on a waiting list for Holy Child Nursery School, please inform the school in writing.

The above criteria and sub criteria will be applied to those on the waiting list and will be used for any new applications up to 31<sup>st</sup> December 2023.

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 form. Parents should therefore ensure that all information pertaining to their child and relevant to the school's admissions criteria is stated on the application form or attached to it. Examples of such information include whether the child is the eldest child/ has brothers or sisters attending the school.