

Holy Family Primary School Nursery Unit  
3 Aileach Road  
Derry City  
BT48 0AZ

Principal: Mr G Doherty  
Chair of Board of Governors: Mrs Carmel Doherty

Voluntary Maintained Nursery Unit  
Admissions No: 52 (Full-time)  
Nursery Opening Times: 9:00am – 1:30pm

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

The Admissions Criteria will be applied by a Nursery Committee consisting of the Principal and three Governors, subject to the final approval of the Board of Governors.

Prior to application, parents/guardians are advised to read carefully the Admissions Criteria as well as the Notes of Guidance with the application form. All relevant supporting evidence must accompany the application form. The Principal is available to meet parents/guardians who have any queries regarding the application procedure.

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/guardians 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.

## 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 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.

**Please note:** It is the applicant's responsibility to state clearly on the application form how the child meets the stipulated criteria.

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. Furthermore, preference will be given to those applications that place Holy Family Nursery Unit as their 1<sup>st</sup> choice of pre-school provision and these applications will be considered before other applications.

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

## Admissions Criteria

- 1 Children from socially disadvantaged circumstances in their final pre-school year who reside in the Parish of Holy Family or those housing developments opening onto the Bunrana Road, North of the Branch Road Roundabout (inclusive of Knockena, Woodbrook West, Woodbrook, Pinetrees, Temple Court and other roads opening onto the Bunrana Road as well as those houses south of the Clon Dara Roundabout on the A515 road that open onto the Bunrana Road); and 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 and or

On or between 1 April 2022 and 1 July 2022 (inclusive) or who 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.

## Admissions criteria for entry September 2026

- 2 Children from socially disadvantaged circumstances 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 and or  
On or between 1 April 2022 and 1 July 2022 (inclusive) or who 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.**

- 3 Children whose parent(s)/guardian(s) reside in the Parish of Holy Family or those housing developments opening on to the Buncrana Road, north of the Branch Road Roundabout (inclusive of Knockena, Woodbrook West, Woodbrook, Pinetrees, Temple Court and other roads opening onto the Buncrana Road as well as those houses south of the Clon Dara Roundabout on the A515 road that open onto the Buncrana Road) or children whose parent(s)/guardian(s) is currently a permanent employee of Holy Family Primary School and Nursery Unit and 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 and or  
On or between 1 April 2022 and 1 July 2022 (inclusive) or who 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.
- 4 Children 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 and or  
On or between 1 April 2022 and 1 July 2022 (inclusive) or who 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.

**In the event of over-subscription in the last criterion which can be applied then selection for all remaining places will be based on the sub-criteria below.**

### Sub-Criteria

- Applicants with "a child(ren) of the family" \*\* presently enrolled in Holy Family Primary School and Nursery Unit or children whose parent(s)/guardian(s) is currently a permanent employee of Holy Family Primary School and Nursery Unit.
- Applicants with "a child(ren) of the family" \*\* previously enrolled at Holy Family Primary School and Nursery Unit for a minimum of four years.
- Applicants who have one or both parents either deceased or currently experiencing a life-threatening illness as verified by a consultant's or a GP's letter.
- Applicants whose parent/legal guardian was a past pupil of Holy Family Primary School and Nursery Unit.
- Applicants who are the first child in the family.
- Other children.

In the event of over-subscription in the last sub-criterion which can be applied then the selection for all places remaining in this category will be on the basis of the drawing of lots from the relevant sub-criterion.

**Note: Applications falling under Criterion 5 are processed only during Stage 2 of the admissions process, after final pre-school year (Statutory 1 -4) applications.**

5. 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

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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 5**

In the event of over subscription in Criterion 5 the above sub criteria will be applied. If two or more children meet the last sub criterion that can be applied then selection for all remaining places will in on the basis of drawing of lots.

### **All criteria will apply as at the closing date on the application form.**

If parent(s)/guardian(s) have any difficulty in completing the form they should consult the Principal.

### **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**

The school's policy on the consideration of applications after the Open Enrolment Admissions procedures concludes on 19 May 2026, is available directly from the school. Should a vacancy arise, the above criteria will be applied to select pupils from our waiting list.

### **Applications after 1 September 2026**

The same criteria will apply.

\*\* Please note that the term "children of the family" covers:

A child born to a married couple

A child born to a co-habiting couple

A child of either of those people by a previous marriage or relationship

A child of a couple whether there is a civil partnership or not

An adopted or fostered child

A situation where, for example, a cousin is being brought up with a family.

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

### **Applications and Admissions to Pre-School**

<b>Year</b>	<b>Total Applications</b>	<b>Total Admissions</b>
2025/2026*	93	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)*