

Rosetta Primary School Nursery Unit  
21-23 Knockbreda Road  
Belfast  
BT6 0JA

Controlled Nursery Unit  
Admissions No: 26 (Full-time)  
Session Times: 8.45am-1.15pm

Principal: Mrs T Crawford: BEd MEd PQH(NI)  
Nursery Teacher: Miss H Gibson BSc PGDE  
Chair of Board of Governors: Ms E Campbell

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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 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.

**Admissions criteria to be used in the event of the school being oversubscribed with applications for available places.**

### Statutory Criteria

1. Children from socially disadvantaged circumstances in their final 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 before 1 April 2021 and 1 July 2021 (inclusive) or were due to be born on or between these 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.
    - 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).

### Sub-criteria

If there are more children satisfying the last criterion above, which can be applied, then selection for the remaining places will be on the application of the following sub-criteria in the order set down below:

- (a) Children who have a brother/sister, half-brother/half-sister ('child of the family') resident at the same address currently enrolled as a pupil in Rosetta Primary School.
- (b) Children who will have a brother/sister, half-brother/half-sister ('child of the family') resident at the same address, enrolled as a pupil in Rosetta Primary School in September 2025.
- (c) Children whose parents have nominated Rosetta Primary School Nursery Unit as their first choice.
- (d) Children who reside in the electoral wards (2012) of Rosetta, Ormeau, Ravenhill, Cregagh or the part of Galwally bordered by Belvoir, Rosetta, Cregagh and the Upper Knockbreda Road. Addresses will be verified using Spatial NI (<https://maps.spatialni.gov.uk/>)

Instructions on using this tool are available on the school's website ([www.rosettaps.co.uk](http://www.rosettaps.co.uk)) and a map is available to view in the School Office.

- (e) Children from other areas.

In the event of over-subscription in any of the above sub-criterion then selection for all places remaining in this sub-criterion will be on the basis of the initial letter of the surname as per the birth certificate in the order set out below:

**H Z W S E U T R F M a c P V N A I O ' X M c G Y M L O B D C K Q J**

The order was determined by a randomised selection of letters carried out by governors of the school.

In the event of surnames beginning with the same letter the subsequent letters of the surnames will be used in alphabetical order. In the event of 2 identical surnames the alphabetical order of the initials of the forenames as per the birth certificate will be used.

It is important that parent(s)/guardian(s), when submitting the application form, provide all relevant supporting information and written evidence that may be needed as per the published admissions criteria including the child's birth certificate and proof of address (eg utility bill, bank or building society statement, the child's medical card or a letter awarding child benefit), dated within three months of application.

### Non-statutory criteria

**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 2021 - 1 July 2021 (inclusive), or were due to be born on or between those dates but were 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 2022 and 1 July 2023 (inclusive); or,
- 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.

### Tie Breaker – Non Statutory Criterion 3

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.

### 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 a place will not be offered under that sub-criterion. 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 placement letters have been issued, all applications for admission to Rosetta Nursery School Unit that were initially refused, new applications, late applications and applications where new information has been provided will be treated equally and the published criteria applied.

The school will contact you in writing if your child gains a place in the school by this method. Your child's name will automatically be added to the list. Please contact the school if you wish for your child's name to be removed from the list. This waiting list will be in place until 30 June 2025.

Should you wish your child's application to remain on a waiting list after this date, please inform the school directly.