

Donaghadee Primary School Nursery Unit  
Northfield Road  
Donaghadee  
BT21 0BD

Controlled Nursery Unit  
Admissions No: 52 (Part-time)  
Session Times – Morning Session (26): 8:45am – 11:15am  
Afternoon Session (26): 11:45am – 2:15pm

Principal: Mrs E Scott B Ed (Hons) PQH (NI)  
Chair of Board of Governors: Mrs J Gordon

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An **Information Evening** for interested parents who wish to visit our Nursery Unit will be held on **Thursday 7<sup>th</sup> December 2023** at **6pm**.

In addition, please log on to our school website and access the 'Admissions' section on the 'Home' page. Here you will find a range of video clips and presentations.

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### 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.

### 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 9 January 2024 at 12noon (GMT) and an application submitted by the closing date of 26 January 2024 at 12noon (GMT) will be treated as a punctual application. An application received after 12noon (GMT) on 26 January 2024 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.

Places in the Nursery Unit will be allocated according to the following criteria:

### Statutory Criteria

- Children from socially disadvantaged circumstances in their final pre-school year who were born:
  - on or between 2 July 2020 and 1 July 2021 (inclusive) and whose parents have not exercised their right to defer their child's entry to primary school; 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,
    - 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 2025.

**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.**

- 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 over-subscription in any of the above statutory criteria, children will be admitted in accordance with the following sub-criteria, in the order stated:

- Children with an **older brother/sister\*** enrolled at **Donaghadee Primary School (Y1-Y7)** or with a current application for enrolment (eg Year 1). *Please list name(s) and current class(es).*
- Children who **have had** an **older brother/sister\*** enrolled at **Donaghadee Primary School (Y1-Y7)**. *Please list name(s) and last year of attendance.*
- Other children.**

\*includes half-brother/sister, step-brother/sister and foster brother/sister.

### **Supplementary Criteria**

In the event of continued over-subscription in any of the above criteria, preference will be given to children on the following basis in the order stated:

- (i) The child's home address has been assigned the postcode BT21 (see Note 1).
- (ii) The proximity of the child's home to the school as measured in a straight line from the mid-point of the school to the mid-point of their home. Distances will be determined on the basis of measurements taken from the LPS website (OSNI maps). Priority will be given to children living closest to the school (see Note 2).
- (iii) Should a tiebreaker be necessary, names will be assigned a computerised random number with the highest number selected.

**Note 1:** A child's home refers to his/her normal place of residence as listed on the application form.

**Note 2:** Midpoint of school = middle entrance doorway. Midpoint of home = middle of house.

**If you have a preference for a morning or afternoon place, please include this on your application.**

A birth certificate is required for each applicant and should be submitted online to your first preference provider.

Parents are advised to include all relevant details on the online application form to enable Governors to apply the criteria accurately. Governors can only take into account information which is submitted on the application form.

### **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 2020 - 1 July 2020 (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 2021 and 1 July 2022 (inclusive); 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 that child's parent has completed a request to defer their child starting P1 until September 2026.

### **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 supplementary criteria above 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 application form, eg proof of address. This documentation should be provided online to your first preference school/provider.

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**

After application of the above criteria unsuccessful applicants will automatically be placed on the school's waiting list. If a place becomes available after the issue of placement letters, the criteria listed above will be applied to all names on the waiting list (including late applications or those with additional information provided).