

Nettlefield Primary School Nursery Unit  
Radnor Street  
Belfast  
BT6 8BG

Controlled Nursery Unit  
Admissions No: 52 (Full-time)  
Session Times: 08:55 – 13:30

Telephone: 028 9045 8237

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Principal: Mr S A McLean B.Ed M.Res PQH (NI)  
Chair of Board of Governors: Mrs M McCartney

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Website: [www.nettlefield.co.uk](http://www.nettlefield.co.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 7 January 2021 at 12noon (GMT) and an application submitted by the closing date of 29 January 2021 at 12noon (GMT) will be treated as a punctual application. An application received after 12noon (GMT) on 29 January 2021 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.

Intake criteria for nursery children are determined by the Department of Education as set down in (1-3) below:

- 1 Children born between 2 July 2017 and 1 July 2018 whose parent(s)/guardian(s) are from socially disadvantaged circumstances.
- 2 Children born between 2 July 2017 and 1 July 2018.

***Note: Children from 'socially disadvantaged circumstances' means a child whose parent is in receipt of (i) Income Support, or (ii) Income-based Jobseeker's Allowance, or (iii) an award of Income Support which has been converted into an Employment and Support Allowance and the level of benefit remains the same, or (iv) Universal Credit. When parents apply for places for their child on this basis they must provide Benefit Verification to confirm that they are in receipt of a qualifying payment. This should be provided to the Pre-School of first preference and the application procedure for Pre-School will outline how this can be submitted.***

### Sub-criteria

If the admissions number is exceeded within any single criterion then the Governors have determined that the following further criteria shall apply in the order stated:

- a Pupils who will have a sibling (or half-sibling) enrolled in Nettlefield Primary School in the year of starting nursery.
- b Pupils who have a sibling who earlier transferred to an off-site educational unit OR post-primary school from Nettlefield Primary School (**indicate name and date of attendance**).
- c Children who have a parent/guardian who attended Nettlefield Primary School (**indicate name and date of attendance**).
- d Those applicants who have stated Nettlefield Nursery as their first preference.
- e Children whose parent(s)/guardian(s)' homes are closest to Nettlefield Primary School as measured using a website that calculates the distance (as the crow flies) between the nearest school gate and the address of the applicant, **such as [www.mapdevelopers.com](http://www.mapdevelopers.com)**. In the event of two or more children's permanent residence being measured equidistant for the final place, preference will be given to the eldest child.

**In the event of vacancies remaining after the above criteria have been applied, the following criteria will be applied to other applicants.**

- 3 Children born between 2 July 2018 and 1 July 2019.

In the event of over-subscription within criterion 3 final selection will be based on eldest first. For those children born on the same day, sub-criteria (a) to (c) will apply for final selection.

### Notes:

- a) A birth certificate or current valid passport is required to confirm date of birth.
- b) The term sibling includes children residing at the same address and under the guardianship of the same adult.

- c) A childminder's address will not be considered.

The above sub-criteria are subject to annual review by the Board of Governors.

### **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.

The Governors request that all applicants provide the following documentation to the school by 12 noon on Friday 5 February 2021:

An original birth certificate for the child (either long or short)

Any two of the following to verify the child's home address:

- *A recent bank or building society statement which shows the address at which the child is resident*
- *A recent utility bill (electricity, gas, television licence or phone) which shows the address at which the child is resident*
- *A recent letter awarding child benefit to the child or another recent letter relating to this benefit*
- *Electoral Identification*
- *Driving Licence for parent/ guardian showing the address at which the child is resident*
- *A recent payslip*
- *A recent mortgage or rental document*
- *A recent land/ property document*

*Recent documents are defined as being within the last 6 months, with the exception of mortgage or land property documents, where within the last year is accepted.*

### **Waiting List Policy**

Should a vacancy arise after Wednesday 9 June 2021, all applications for admission to Nettlefield Nursery 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. This waiting list will be in place until 30 June 2022.

The school will contact you in writing if your child gains a place in the school by this method.

Your child's name will be automatically added to the list. Please contact the school if you wish your child's name to be removed from the list.

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 has brothers or sisters attending the school.