

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

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 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.

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 pre-school year who were born:

- on or between 2 July 2019 and 1 July 2020 (inclusive) and whose parents 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 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 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

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 child of the family enrolled in Nettlefield Primary School in the year of starting nursery.
- b Pupils who have a child of the family who earlier transferred to an off-site educational unit OR post-primary school from Nettlefield Primary School (**indicate name and date of attendance**).
- c Those applicants who have stated Nettlefield Nursery as their first preference.
- d 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, <https://www.daftlogic.com/projects-google-maps-distance-calculator.htm> 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.

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 2019 - 1 July 2019 (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 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.

Non-Statutory Criteria 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 distance will be used.

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

Address Verification – If applying in January

The Governors request that all applicants provide the following documentation to the school by 4pm on Tuesday 31 January 2023:

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.

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

Should a vacancy arise after Tuesday 13 June 2023, 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 2024.

The school will contact you in writing (via email) 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.