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| Ballydown Primary School Nursery Unit | Controlled Nursery Unit |
| 64 Lisnaree Road | Admissions No: 26 (Full-time) |
| Banbridge | Session Times: 9:00am – 1:45pm |
| BT32 4JN | A mid-day meal is available |
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| Principal: Mr B Murphy MEd PQHNI BEd | Telephone: 028 4066 2738 |
| Chair of Board of Governors: Mr B Martin MA BEd (Hons) | E-mail: info@ballydown.banbridge.ni.sch.uk |
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**Respective Functions of the Board of Governors and the Principal in relation to admissions.**

The Board of Governors draw up and apply the admissions 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.

**Statutory Criteria**

1. 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.***

1. Children not from socially disadvantaged circumstances (as defined above) who are in their final pre-school year (as defined by criterion 1).

**Admissions Sub-Criteria**

In the event of oversubscription within any of the above criteria, the following sub-criteria will be applied in the order indicated to identify children for admission: -

(i) Children for whom Ballydown Nursery is **first preference**;

(ii) Children whose brother/sister, (half-brother/sister) **presently** attends Ballydown Primary School or whose **siblings** will be enrolled at Ballydown Primary School on 1 September 2024;

1. Children whose brother/sister, (half-brother/sister) have **previously attended** Ballydown Primary School or Nursery Unit;
2. Children for whom Ballydown is the **nearest controlled nursery**, as measured **by Google Maps Distance Calculator using walking mode** (if the address is not registered on Google Maps then distance will be measure as driving from the school gates to the applicant’s address);

In the event of oversubscription occurring when a sub-criterion is applied, the succeeding sub-criteria will be applied to the children who meet the oversubscribed sub-criterion until all places are filled. Where places still remain unfilled, final decisions will be made on the basis of initial letter of surname (as entered on Birth Certificate) in order set out below:-

**TDKFJCPVAUHSONGXBYQRIZELWM**

* This order was determined by a randomised computer selection of the letters of the alphabet.
* In the event of surnames beginning with the same initial letter the subsequent letters of the surname will be used in alphabetical order. In the event of two identical surnames the alphabetical order of the initials of the forenames will be used.
* In the event of a tie within the “alphabet tie-breaker” random selection will determine the allocation.

**Non-Statutory Criterion 3**

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,
* 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 above random selection of letters will be used.

**Note 1 ‘Home’**

For the purpose of the above criteria “Home” is the child’s permanent place of residence. It is not the child-minder’s or a relative’s address.

**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.

* Your child’s birth certificate should be provided directly to the school of first preference.
* If you are claiming that Ballydown Nursery Unit is your child’s nearest controlled nursery, please submit such verifying documentation in support of your application **directly to the school**. Forward two of the following documents which must verify the child’s address at the time of application.
* Bank or building society statement
* A utility bill (electricity, gas, TV licence etc)
* Child Benefit letter
* Child’s medical card
* Other documents equally capable of verifying the child’s address will be considered at the discretion of the Board of Governors.

Failure to provide the Board of Governors with supporting documentation, by the deadline given, 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 the issue of placement letters, all applications for admission to the nursery 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 remain in place until 31 August 2025.**

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 for your child’s name to be removed from the list.