|  |  |  |
| --- | --- | --- |
| Holy Family Primary School Nursery Unit | Maintained Nursery Unit | |
| 1 Castledawson Road | Admissions No: 52 (Part-time) | |
| Magherafelt | Session Times – Morning Session: 9:00am – 11:30am | |
| BT45 6AX | Afternoon Session: 12:30pm – 3.00pm | |
|  |  | |
|  | Telephone: 028 7963 2153 | |
| Principal: Mr John Mc Cormack | E-mail: info@holyfamilyps.magherafelt.ni.sch.uk | |
| Chair of Board of Governors: Mr Enda Quinn | Website: www.holyfamily-ps.org.uk | |
|  | |  |

**Respective Functions of the Board of Governors and the Principal in relation to admissions.**

The Board of Governors together with the Principal will formulate and review the criteria. Principal will administer the criteria. He will consult with the Board of Governors or a duly appointed sub-committee of the Board of Governors should the need arise. The Board of Governors has the finaldecision in all matters relating to admissions.

**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 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. The criteria are listed in order of priority.**

Children will be admitted according to the following statutory criteria:

**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).

and who at the time of their proposed admission will not have a pre-school education place, whether full-time or part-time, at another school or any other premises.

**Admissions Sub-Criteria**

In the event of oversubscription on the application of a statutory criterion, the following sub-criteria will be applied in the order set down, and applied in the indicated order:-

1. Children who are recorded on the Magherafelt Parish register as belonging to the parish of Magherafelt.
2. Children whose application form names Holy Family Primary School Nursery Unit as first preference will be given priority. Remaining places will be allocated on the basis of preference i.e. second preference will be admitted before third preference etc.
3. Children with brother(s)/sister(s)/half-brother(s)/half-sister(s) presently enrolled in Holy Family PS or Holy Family Primary School Nursery Unit.
4. The first child or the only child in the family.
5. Children who, in the opinion of the Board of Governors have special home circumstances considered in the following order:
   1. a child who has one or both parents deceased;
   2. children who are twins (or other multiple births);
   3. child from a family of three or more pre-school age children.
6. Children whose parent(s)/guardian(s) is/are currently a permanent employee in the school.
7. Children who are currently enrolled in Holy Family PS Nursery Unit as a Penultimate child.
8. Other children
9. Children will be selected on the basis of the initial letter of their surname as entered on their Birth Certificate in the order set out in this randomly generated order of letters.

**0 F C R P X G Q Mc I Y J N E T K L W V S M U Mac D H A Z B**

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.

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. Parents should therefore ensure that all information pertaining to their child and relevant to the school’s admissions criteria is stated on the application or attached to it.

**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 1and 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.
* 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.

**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 Sub-criteria will be applied.

**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.

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 Target Age applications for admission to Holy Family PS NU 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. Should places remain, after Target Age applications from the Waiting List have been placed, then Underage Applications will be placed in chronological Age order. This waiting list will be in place until 30 June 2024. The school will contact you in writing if your child gains a place in the Nursery Unit 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.