

ST BRIDE'S PRIMARY SCHOOL NURSERY UNIT
DERRYVOLLIE AVENUE
BELFAST
BT9 6FP

Maintained Nursery Unit
Co-educational

Enrolment No: 52
Full-time Places

Primary School: 028 9038 1700
Nursery Unit: 028 9038 1020
Fax No: 028 9068 3440
Email: mquinn072@c2kni.net
Website: www.stbridesps.org.uk

Principal: Mrs. M. R. Quinn
Assistant Teachers: Ms Catherine Ward (Head of Nursery)
Mrs. Julia McCandless
Chair of Board of Governors: Mrs. R Flanagan

Respective Functions

The Board of Governors has established 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

The following criteria will be used to allocate places in the Nursery Unit in the order listed below.

*A child from socially disadvantaged circumstances means a child whose parent is in receipt of Income Support or Income-based Jobseeker's Allowance; where an award of Income Support has been 'converted' into an Employment and Support Allowance and the Social Security Agency has confirmed that the level of benefit remains the same then the parent should continue to be treated as being in 'socially disadvantaged circumstances'. When parents/guardians apply for places for their child on this basis they must have their application form stamped by the Social Security Agency.

1. children whose parents are from socially disadvantaged circumstances* in their final pre-school year i.e. born between 2 July 2014 and 1 July 2015.
2. children not falling within sub-paragraph 1 and in their final pre-school year i.e. born between 2 July 2014 and 1 July 2015 and who at the time of the proposed admission will not have a pre-school education place whether full time or part time at another school or any other placement.

Sub-criteria to be applied, in the order listed below, in the event of being oversubscribed in any of the above criteria.

- a Children who have one or both parents deceased and who are resident within the geographical boundaries of St Brigid's Parish (**parent's/guardian's address, not address of childminder**)
- b Children whose parents are members of the permanent teaching, auxiliary or ancillary staff of St Bride's Primary School. (or who has been appointed to take up imminent employment) and for whom St. Bride's Nursery is first preference.
- c Children whose place of residence is within the geographical boundaries of St Brigid's Parish (**parent's/guardian's address, not address of child minder**) for whom St Bride's Nursery is first preference and who have brothers, half-brothers, step-brothers, sisters, half-sisters, step-sisters enrolled in St Bride's Nursery or St Bride's Primary School on the Education Authority application deadline date; **it is essential that you indicate name and year group of sibling/s on the application form.**
- d Children who are the eldest child and whose place of residence is within the geographical boundaries of St Brigid's Parish (**parent's/guardian's address, not address of child minder**) for whom St Bride's Nursery is first preference.
- e Children whose place of residence is within the geographical boundaries of St Brigid's Parish (**parent's/guardian's address, not address of childminder**) and for whom St. Bride's Nursery is first preference.
- f other applicants.

In the event of being oversubscribed **in any of the above sub criteria**, children will be selected on the basis of the initial letter of the surname (in the order listed on the birth certificate) in the order set down below:

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

(This order was determined by a randomised section of the letters of the alphabet. This will be randomised annually. Mac and Mc come under M)

In the event of surnames beginning with the same letter the subsequent letters of the surname will be used in alphabetical order and if identical surnames the alphabetical order of the initials of the forenames will be used, as listed on the birth certificate.

Proof of residence will be required. Residence is at time of the application. Any subsequent change of address should be notified as soon as possible along with verifying documents.

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.

*“Applicants should note that where an address contained within an application qualifies it for admission, then that address will be verified. To enable the Board of Governors to verify addresses, all applicants should provide **any two of the following three documents:***

- *a bank or building society statement which shows the address at which the child is resident;*
- *a utility bill (for instance electricity, gas, Television Licence, telephone) which shows the address at which the child is resident;*
- *a letter awarding Child Benefit to the child or another letter relating to this benefit;*

This is in addition to the standard requirement to provide a Birth Certificate in order to verify the age of the child.

Original documents are required and not facsimiles or photocopies and should be presented in person. Applicants seeking alternative verifying arrangements should contact those pre-schools listed on their application form that require verifying documents to agree alternative verification arrangements.

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 the initial issue of letters of offer, 26th April 2018, those children of parents who made application prior to the 10th January 2018 deadline will be given priority before any new/late or initially refused applications. Places are allocated using the Nursery application criteria. Your child's name will be automatically added to the list. This waiting list will be in place until 31st December 2018.

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

Please contact the school if you wish for your child's name to be removed from the list. After 31st December 2018, parents would need to contact the school to continue to have the name remain on the waiting list.