

Portstewart Primary School Nursery Unit
Central Avenue
Portstewart
BT55 7BT

Principal: Mrs K Taylor
Chair of Board of Governors: Mr I Paul

Controlled Nursery Unit
Admissions No: 26 (Full-time)
Session Times: 8:45am – 1:15pm

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Website: www.portstewartprimaryschool.co.uk

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

The Board of Governors will determine the Admissions Criteria. The criteria will be applied by the Principal and an Admissions Sub-committee on behalf of the Board of Governors.

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 7 January 2020 at 12noon (GMT) and an application submitted by the closing date of 30 January 2020 at 12noon (GMT) will be treated as a punctual application. An application received after 12noon (GMT) on 30 January 2020 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:

1. Children from socially disadvantaged circumstances in their final pre-school year i.e. born between 2 July 2016 and 1 July 2017 (inclusive);
2. Children not falling within sub-paragraph (1) in their final pre-school year;

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.

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 have their Benefit Verification stamped by the Social Security/Jobs and Benefits Office to confirm that they are in receipt of a qualifying payment. This should then be sent by the parent directly to the provider of first preference.

Sub-criteria

In the event of oversubscription on the application of a statutory criterion the sub-criteria will be applied in the order set down.

- a. Children whose application form names Portstewart Primary School Nursery Unit as first preference will be selected before those whose form indicates a second or subsequent preference. Second preference will be selected before third preferences.
- b. Children who have a child of the family* attending Portstewart Primary School or Portstewart Primary Nursery Unit.
- c. Children who have a child of the family whose application for a place in Portstewart Primary School, in the current year, is under consideration.
- d. Children whose siblings previously attended Portstewart Primary School.
- e. Children who are the first child of the family eligible to attend.

In the event of two or more applicants vying for the final place(s) children will be selected on the basis of initial letter of surname (as entered on the birth certificate) in the order set out below.

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

This order was determined by a randomised selection of letters.

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.

*child of the family in relation to the parties to a marriage or parties living together in the same household means:

- a child born to a married couple
- a child born to a co-habiting couple
- a child of either of those people by a previous marriage or relationship
- an adopted or fostered child
- a situation where, for example, a cousin is being brought up by a family
- a child living with same sex partners whether there is a civil partnership under the Civil Partnership Act 2004 or not.

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.

Criteria for children not in their final pre-school year

Should places remain after the application of the above criteria to children in their final pre-school year; places will be allocated strictly in accordance with chronological age beginning with the eldest child.

Should a vacancy arise the admissions criteria will be re-applied to select pupils from our waiting list.

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.

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

The Waiting List Policy is available directly from the Nursery.