

Howard Primary School Nursery Unit
2 Main Road
Moygashel
Dungannon BT71 7QR

Principal: Mrs P L McWilliams BEd DASE
Chair of Board of Governors: Mr D Cuddy

Controlled Nursery Unit
Admissions No: 26 (Part-time)
Session Times: 8:45am – 11:45am

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Website: www.howardps.co.uk

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

The Board of Governors draws up the admissions criteria and delegates to an Admissions Sub-Committee, which includes the Principal, the responsibility for applying these criteria. Any reference herein to the term Board of Governors includes any Sub-Committee appointed by the Board of Governors for the purposes of applying 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 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.

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).

Non Statutory Criteria

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 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.

Admissions Sub-Criteria

In the event of oversubscription within any of the above statutory criteria, the following sub-criteria will be applied

- (i) Children whose parents have listed Howard Primary School Nursery Unit as first preference;
- (ii) Children who at the date of their application, have a *child of the family currently or previously enrolled at the Howard Primary School or Nursery Unit; or,

Children who at the date of their application are the eldest *child of the family to be eligible to apply for admission to Howard Primary School Nursery Unit e.g twins or multiple births will be treated as joint eldest. In cases where the child is more than 7 years younger than their next nearest sibling, the child will be treated as eldest and in cases where the eldest sibling is not eligible to attend mainstream school

*Child of the family definition as per DE Circular 2016/17 (Revised 23rd October 2020) – Sibling

- (iii) Children of permanent employees of the Howard Primary School and Nursery Unit;
- (iv) Children who at the date of their application are the eldest *child of the family to be eligible to apply for admission to Howard Primary School Nursery Unit e.g twins or multiple births will be treated as joint eldest. In cases where the child is more than 7 years younger than their next nearest sibling, the child will be treated as eldest and in cases where the eldest sibling is not eligible to attend mainstream school.
- (v) Children who, in the opinion of the Board of Governors, have special home circumstances considered in the order set down:-
 - (a) Other child with a serious long-term illness – medical evidence required;
 - (b) A child who has one or both parents deceased;
 - (c) A child from a family of three or more pre-school children;
 - (d) Children who are twins (or other multiple births);

In the event of over-subscription in the last criterion which can be applied, then selection for all places remaining in this category will be on the basis of:

Children for whom the school is the controlled nursery unit/school nearest to their home as measured by driving distance. ("Home" is the child's permanent place of residence. It is not the child-minder's or a relative's address). Driving distance from the home will be measured by a member of the Board of Governors clocking the mileage, while driving from the school gate to the home address. . In the event of two children living an equal distance from their home to Howard PS NU chronological order of age – eldest first will apply.

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.

Note 1

A birth certificate must be attached to all applications to verify the name and date of birth of the child.

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.

To enable the Board of Governors to verify addresses, all applicants should provide any two of the following documents:

- A bank or building society statement which shows the address at which the child is resident;
- A utility bill (for instance electricity, gas, telephone, Television Licence) 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;

Waiting List Policy

Should a vacancy arise after 13 June 2023, all applications for admission to 2023-2024 that were initially refused, new

Admissions criteria for entry September 2023

applications, late applications and applications where new information has been provided, will be treated equally and the published criteria applied. The waiting list will be in place until June 2024. The school will contact you in writing if your child gains a place in the school by this method. Upon receiving a completed application form 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.