



ADMISSIONS CRITERIA

It is the policy of the Education Authority to open the pre school application procedure online application forms on the 2nd January 2019 to parents hoping to gain admission in the following September. Applications must be completed online by 31st January, 2019 when the portal closes at midnight. The Board of Governors will consider the applications and in the event of oversubscription the following criteria will be applied in the order set down below.

Issue of offer of places to parents of pre-school applicants will be given on Thursday 9th May 2019 and a second offer of places to those parents previously unplaced and to underage applicants will be given on Tuesday 11th June 2019.

Admissions Criteria

Children who are not normally resident in Northern Ireland at the time of proposed admission will not be considered for places until all children who reside in Northern Ireland have been considered. The Board of Governors have determined that, in the event of more applicants than the places available, the following criteria will be applied, in the order set down, to select children for the available places.

- 1 Children from socially disadvantaged circumstances* who were born on or between **2 July 2015 and 1 July 2016.**
- 2 Children born between **2 July 2015 and 1 July 2016.**

***Definition of socially disadvantaged circumstances can be found at Section C on the Pre-School Application Form.**

Sub-Criteria

In the event that the school is over-subscribed in criteria 1-2 preference shall be given in the order set down below:

- (a) Children who have listed King's Road Nursery School as their first preference;
- (b) Children whose siblings (including half brothers / sisters, foster / adopted siblings) have previously attended and have done for a full school year or currently attend this school; (name and date of attendance of sibling(s) should be shown clearly on the application)
- (c) Children who reside in BT5.
- (d) Children who reside in BT16 will be considered when all BT5 postcodes have been placed.
- (e) Children on the basis of the initial letter of the child's surname as recorded on the child's birth certificate in the order set down below.

J Mc V C K U M A E P W B Q O I R Mac H X D L F T S N G Z Y O'

The order was determined by a randomised selection of letters of the alphabet.

In the event of surnames beginning with the same initial letter the subsequent letters of the surnames will be used in alphabetical order. In the event of 2 identical surnames the alphabetical order of the letters of the forenames as recorded on the child's birth certificate will be used. If it is still not possible to distinguish between applicants, places will be determined by drawing lots.

In the event of a double barrelled surname the first surname will be used for the purposes of selection.

In the event of two children having exactly the same full name, there will be a random selection tie breaker between the two names.

Should there be any places remaining, applications will be considered from those children born between **2 July 2016 and 1 July 2017**. Places will be allocated in strict chronological order.

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.

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.

*Applicants should note that where an address contained within an application qualifies it for admission prior to a place being offered, then that address will be verified. To enable the Board of Governors to verify address, all applicants should provide **any one of the four 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, TV 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;*
- *the child's medical card.*

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

Original documents are required and not facsimiles or photocopies. Original documents should be presented to the school in person.

Applications are to be completed online, via the EA website using the digital admissions process.

Waiting List Policy

Should a vacancy arise after placement letters have been issued, all applications initially refused, together with any new or late applications, will be treated equally and the above criteria applied to select pupils. Parents will be contacted accordingly. This will be in place until 30 June 2020.