

Saints and Scholars Integrated Primary School Nursery Unit
Killuney Park Road
Portadown Road
Armagh BT61 9HG

Integrated Nursery Unit
Admissions No: 26 (Full-time)
Session Times: 8:45am – 1:30pm
A mid-day meal is available

Principal: Mr Andrew Scott-Mulholland B.Ed (Hons) PGCert
Chair of Board of Governors: Ms Margo Keating

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

The Board of Governors draws up the admissions criteria. The Board of Governors' Enrolment Committee, together with the Principal, will oversee all admissions procedures to Saints and Scholars Integrated Primary School Nursery Unit. Any reference herein to the term the Board of Governors includes any Sub-Committee appointed by the Board of Governors for the purposes of applying the admissions criteria. The Sub-Committee will report to the full Board of Governors.

Completion of Forms

It is requested that parents/guardians seeking admission for their child/children complete both the Education Authority's on-line application form and the school's information form. The Board of Governors will use the information on both forms to decide which children should be admitted in the event of oversubscription.

An admissions committee of the Board of Governors will apply the criteria to identify which children will be admitted to the nursery class. This committee will divide the applications into the three categories, i.e. Protestant, Catholic, Other. If any category is oversubscribed at this stage the criteria listed are applied. In any category, which is undersubscribed, all those applications which fit into this category will be admitted. If no information form is received the candidate will be put in the other category. The remaining places will be distributed proportionately amongst the remaining categories i.e. 40%, 40%, 20%. Any remaining place, which cannot be distributed according to the percentages after the allocation, will be given to the category which has the highest number of applicants at that stage. A detailed description of these three categories is given on the back of the school's application form.

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 EA application form and/or school 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. Parents should include such information as, whether the child is the eldest child or has siblings who are present pupils of Saints and Scholars Primary or Nursery School.

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 9 January 2024 at 12noon (GMT) and an application submitted by the closing date of 26 January 2024 at 12noon (GMT) will be treated as a punctual application. An application received after 12noon (GMT) on 26 January 2024 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.

To fulfil our admissions criteria, it is the responsibility of all parents/guardians to provide information regarding their child's perceived community background.

The religious affiliation/community background (Protestant, Catholic or Other/None) of a pupil will be determined by one the following methods:

- a) For parents/guardians applying for a place via the Education Authority's **online application** you will be prompted to and must select your child's religious affiliation when completing the form. **or**
- b) If the parents/guardian(s) do not supply this required information on either the Education Authority's **online application**, then the Board of Governors will treat the application as being from those in the community who describe themselves as being from the Other/None category.

"The Board of Governors of an integrated school must use its best endeavours, in exercising its functions under the Education Orders, to ensure that the management, control and ethos of the school such as are likely to attract to the school reasonable numbers of both Protestant and Roman Catholic pupils. The collection and processing of information regarding the religious/perceived community background of children set out above is necessary for the Board of Governors of an integrated school to carry out its statutory functions and fulfil its public task."

Admissions criteria to be used in the event of the school being oversubscribed. The criteria are listed in order of priority.

Statutory Criteria

1. Children from socially disadvantaged circumstances in their final pre-school year who were born:
 - on or between 2 July 2020 and 1 July 2021 (inclusive) and whose parents have not exercised their right to defer their child's entry to primary school; 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,
 - 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 2025.

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)

Admissions Sub-Criteria

Where there is oversubscription within any one of the admissions criteria above, priority will be given in the following order: -

- (i) Children for whom Saints and Scholars Nursery School is their first choice.
- (ii) Children who, at the time of application, have brothers and sisters (half-brothers/sisters, stepbrothers/sisters, including those fostered or adopted) in attendance at Saints and Scholars Integrated Primary School during the 2023/24 school year.
- (iii) Children who have a brother/sister, (half-brothers/sisters, stepbrothers/sisters, including those fostered or adopted) in attendance at the nursery unit during the 2023/24 year and have applied to P1 at Saints and Scholars Integrated Primary School as their first choice.
- (iv) Children who are the eldest/only child in the family.
- (v) Children with special circumstances (social, medical, security or other) or Special Needs. The special circumstances must be made known at the time of the application. Any application to be considered under this criterion must be clearly identified using the term, 'special circumstances' or Special Needs. It must provide the names and addresses of statutory bodies from whom the Board of Governors reserve the right to seek confirmation of the existence of the special circumstances.

Tie-Breaker

In the event of over-subscription in the last sub-criterion which can be applied then selection for all places remaining in this sub-criterion will be on the basis of the initial letter of the surname as per the birth certificate in the order set out below:

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

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 child's first name (as recorded on the child's birth certificate) will be used and if necessary the subsequent letters of the second forename. Mac and Mc surnames will be treated as surnames beginning with M.

Non Statutory Criteria

- 3 Children who were born:
 - on or between 1 April 2020 - 1 July 2020 (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: or,

- on or between 2 July 2021 and 1 July 2022 (inclusive); or,
- on or between 1 April 2021 and 1 July 2021 (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 2026.

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 random selection of letters will be used.

Children with Special Educational Needs

Children with special educational needs are those children, who in the opinion of EA, have significantly greater difficulty in learning than the majority of children of their age. The EA, in accordance with regulations, will decide if a child should be treated as having special educational needs on the basis of consideration, by the EA, of the evidence available from assessments by educational psychologists, designated medical officers and other such assessment as is deemed appropriate within the timescale available. The opinion of the EA will be conveyed to the Board of Governors.

The Board of Governors have clearly defined 'Eldest child'.

The Board of Governors have clearly defined 'Eldest child'. This criterion covers circumstances where a family, in the opinion of the Board of Governors, did not have the opportunity to have an elder child already and currently enrolled in Saints and Scholars Integrated Primary School. The Board of Governors will consider evidence where a child is more than 8 years younger than their next eldest sibling, cases where a family has moved residence where such a child is not the eldest to have the practical opportunity to apply for a place in Saints and Scholars IPS or where the eldest child in a family attended a special school. Parents will submit documentary evidence on the school's application form, to substantiate this claim, when applying for this criterion.

The Board of Governors has defined the phrase "child of the family" as outlined in Article 2(2) of the Domestic Proceedings NI Order 1980: "Child of the family" in relation to the parties to a marriage for parties living together in the same household means:

- a child of both of them.
- any other child who has been treated by both of those parties as a "child of their family."

The Board of Governors recognises that child of the family covers:

- a child born to a married couple.
- a child born to a cohabiting couple.
- a child of either of those people by a previous relationship.
- an adopted or fostered child.

Home is the child's permanent place of residence. It is not the child-minders or a relative's address.

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

Should a vacancy arise after 11 June 2024, all first choice applications for admission to the Saints and Scholars Nursery that were initially refused will have the published criteria applied. Following this all new applications, late applications and applications where new information has been provided will be treated equally and the published criteria applied. The school will inform you in writing if your child gains a place in school by this method. This waiting list will be in place until June 2025. Your child's name will be automatically added to the list. Parents should contact the school if you wish your child's name to be removed from the list.