|  |  |
| --- | --- |
| Our Lady Queen of Peace Primary School Nursery Unit | Maintained Nursery Unit |
| 1 Cherry Road | Admissions No: 52 (Part-time) |
| Upper Dunmurry Lane | Session Times – Morning Session (26): 9:00am – 11:30am |
| Belfast BT17 0RW | Afternoon Session (26): 12:30pm – 3:00pm |
|  |  |
|  | Telephone: 028 9061 7367 |
| Principal: Miss N Dougan LL.B, ACIM, DipM, B.A, PGCE, PQH(NI), MEd. |  |
| Chair of Board of Governors: Rev Fr Rory Sheehan |  |
|  |  |

**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.

**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](http://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 2021 at 12noon (GMT) and an application submitted by the closing date of 29 January 2021 at 12noon (GMT) will be treated as a punctual application. An application received after 12noon (GMT) on 29 January 2021 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.

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 applications than 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 between 2 July 2017 and 1 July 2018 who reside in the parish of Our Lady Queen of Peace.
2. Children from socially disadvantaged circumstances who were born between 2 July 2017 and 1 July 2018.

***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 provide Benefit Verification to confirm that they are in receipt of a qualifying payment.  This should be provided to the Pre-School of first preference and the application procedure for Pre-School will outline how this can be submitted.***

1. Children born between 2 July 2017 and 1 July 2018 whose parents/guardians reside in the parish of Our Lady Queen of Peace.
2. Children born between 2 July 2017 and 1 July 2018 who are considered by the Board of Governors as having significant special educational needs which would indicate that the child would benefit from nursery education. Documentary evidence should be supplied with the application form.
3. Other children born between 2 July 2017 and 1 July 2018.
4. Children born between 2 July 2018 and 1 July 2019 in chronological order (oldest first).

**Sub-criteria**

In the event of over-subscription in any of the above criteria, the following sub-criteria will be applied.

1. Children who have a brother/half brother or sister/half-sister enrolled in Our Lady Queen of Peace Primary School.
2. Children whose parent /carer is a permanent member of staff of Our Lady Queen of Peace Primary School or Nursery. (At the date of application)
3. Children whose parents nominated Our Lady Queen of Peace Nursery Unit as their first preference.
4. Children on the basis of initial letter of the surname in the order set out below:

**W Y Q Z E K N G P H V D O C Mc L F MAC B S X A I J M R T U (letters randomly generated on 2nd November 2020)**

The order was determined by a random selection of letters of the alphabet and will change each year.

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 identical surnames, the alphabetical order of the forenames will be used. In the event of identical surname and identical forename then the oldest child will be selected.

**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**

At Our Lady Queen of Peace Nurseryit is our policy to maintain a waiting list of those applicants who could not initially be placed. If a vacancy becomes available after the Open Enrolment procedure concludes, all remaining applications for admission to the school that were initially refused, new 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 the end of the academic year. The school will contact you if your child gains a place by this method.

Your child’s name will be automatically added to the list. Please inform the school if you wish for your child’s name to be removed from the list.