

St Clare's Abbey Primary School Nursery Unit
12 Courtenay Hill
Newry
BT34 2EA

Principal: Mrs M Monaghan MEd PQHNI
Chair of Board of Governors: Very Rev Canon F Brown

Maintained Nursery Unit
Admissions No: 52 (Part-time)
Session Times – Morning Session (26): 9:00am – 11:30am
Afternoon Session (26): 12:30pm – 3:00pm

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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 and delegates to an Admissions Sub-Committee, which includes the Principal, the responsibility for applying these criteria. 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.

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.

Admissions Criteria for Pupils in their Final Pre-School Year

- 1 Children from socially disadvantaged circumstances and who reside in the Parish of Newry 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
 - a) have not attended or are not currently attending a funded pre-school setting under the Pre-School Education Programme as a target age child; and
 - b) that child's parent has completed a request to defer their child starting P1 until September 2024.
- 2 Children from socially disadvantaged circumstances and are in their final year (as defined by Criterion 1 above) who reside outside the Parish of Newry in their final pre-school year who were born:

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.

- 3 Children with special educational needs and are in their final pre-school year (as defined by Criterion 1 above) and whose parent(s)/guardian(s) reside in the Parish of Newry.

"Special educational needs means, for these purposes, a child in their final pre-school year who should be treated as having special educational needs if, in the opinion of the Board Of Governors having considered documentation provided by parents, that they have significantly greater difficulty in learning than the majority of children of their age."

(NB Documentation relating to this must be submitted by parents directly to the school at the time of making the online application)

- 4 Children in their final pre-school year (as defined in Criterion 1 above) and whose parent(s)/guardian(s) reside in the Parish of Newry.
- 5 Other children in their final pre-school year (as defined by Criterion 1).

In the event of more pupils satisfying the last criterion which can be applied in the order of priority set down above, then selection for the remaining places will be on the basis of the following sub-criteria:-

Admissions Sub-Criteria for Pupils in their Final Pre-School Year

- a) Children with brother(s)/sister(s) (as defined in DENI Guidance Circular No 2016/2017 – Date of Issue 5 September 2017 (Revised 16 November 2021)) presently enrolled in the school.
- b) Children currently on the “At Risk” register maintained by the Southern Health and Social Care Trust;
- c) Children who, in the opinion of the Board of Governors, have special home circumstances considered in the following order:-
 - (a) a child who has one or both parents deceased;
 - (b) a child whose parent has a serious long-term illness (medical evidence required);
 - (c) children who are twins (or multiple births);
 - (d) a child from a family of three or more pre-school age children;
- d) First child in the family;
- e) Only child in the family;
- f) Son/daughter of a past pupil of either School.

Admissions Criteria for Pupils in their Penultimate Pre-School Year (as defined in Criterion 1 below)

- 1 Children in their penultimate year who reside in the Parish of Newry and 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 parents 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.
- 2 Children in their penultimate year who do not reside in the Parish of Newry and 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 parents 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 for Pupils in their Penultimate Pre-School Year (as defined in Criterion 1 below)

After this stage, in the event of there still being more applicants than places remaining for the last sub-criterion which can be applied, then selection will be on the following basis :

- a) Oldest child first

Documentation submitted in support of your application should be provided directly to the school of first preference. Birth certificates continue to be required for all applicants and should also be provided directly to the first preference school prior to the deadline date.

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Two documents to be provided as evidence of home address. Documents to be dated within 3 months of the date of application. Documentary evidence must be from the following:

- Bank/Building Society Statement
- Utility Bill
- Payslip showing address
- Mortgage Statement
- Land & Property Services Rates Demand
- Financial Statement

All documents will be copied and retained.

Parents can request a ‘morning’ or ‘afternoon’ slot by submitting a letter in writing to the school office within 2 days of having been notified that their child’s application has been successful.

This will not guarantee a place in the requested slot, as school Principal and Governors need to take many confidential and personal circumstances into consideration when deciding on the make-up of each session to ensure balance across a range of factors within each class.

Parents cannot make their own arrangements for exchanging places once they have been allocated.

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.

Waiting List Policy

Should a vacancy arise after the offer of places, all applications for admissions to the nursery unit 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. This waiting list will be in place until the end of the academic year.

The school will contact you in writing if your child gains a place in the school by this method. 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.