

St Anne's Primary School Nursery Unit
50 Kingsway, Finaghy
Belfast
BT10 ONE

Principal: Mr C Conway
Teacher in charge: Mrs D Hamill
Chair of Board of Governors: Mr B McNulty

Maintained Nursery Unit
Admissions No: 52 (Full-time)
Session Times: 9:00am – 1:30pm

Telephone: 02890615414

E-mail: info@stannes.belfast.ni.sch.uk
Website: www.saintannesps.com

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

The Board of Governors has drawn up the school's admissions criteria and has delegated to the principal and vice-principals its function and responsibility in relation to the application of the criteria and the admission of pupils to the 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 10 January 2025 at 12noon (GMT) and an application submitted by the closing date of 24 January 2025 at 12noon (GMT) will be treated as a punctual application. An application received after 12noon (GMT) on 24 January 2025 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.

The Board of Governors has determined that, in the event of more applicants than the places available, the following admissions criteria will be applied, in the order set down, to select children for the available places. (Some of the criteria are determined by the Department of Education.)

Statutory Criteria

1. Children from socially disadvantaged circumstances in their final pre-school year who were born:

- on or between 2 July 2021 and 1 July 2022 (inclusive) and whose parents have not exercised their right to defer their child's entry to primary school; 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,
 - 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 2026.

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).

Sub-criteria

In the event of over-subscription in any of the above criteria, selection will be applied in the order set down below. A place will be offered to:

- a) Children who reside in the Parish of St Anne's whose brothers/half brothers, sisters/half sisters are currently attending St Anne's Primary School or Nursery Unit. (Address verification must be provided when completing your application form. See Note 1)
- b) Children who reside in the Parish of St Anne's. (Address verification must be provided when completing your application form. See Note 1)
- c) Applicants who are a Looked After Child (LAC).

- d) Children whose parent(s)/guardian(s) is/are currently a permanent employee or a member of the Board of Governors in St Anne's Primary School and Nursery Unit.
- e) On the basis of initial letter of surname (as entered on the birth certificate) in the order set out below:

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

This order was determined by random selection.

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 forename (as entered on the birth certificate) will be used.

Non-statutory criteria

3. Children who were born:

- on or between 1 April 2021 - 1 July 2021 (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 2022 and 1 July 2023 (inclusive); or,
- on or between 1 April 2022 and 1 July 2022 (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 2027.

Tie Breaker – Non Statutory Criteria 3

Children within Criteria 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.

When considering which children should be selected for admission, the Board of Governors will only take into account information which is detailed on the application or provided directly to the school. Parents/Guardians should therefore ensure that all information pertaining to their child and relevant to the school's admissions criteria is stated on the application or provided directly to the first preference school.

Note1

Address verification

Applicants should note that where an address contained within an application would qualify a child for admission, then that address will be verified. To enable the Board of Governors to verify addresses, all applicants should provide a document from **TWO** of the categories below, with their application. **Each document must be from a different category and must have been issued within the last 6 months.**

Document Categories

Category 1	A bank or building society statement or a valid driving licence which shows the address at which the child is resident.
Category 2	A utility bill (for instance for electricity, gas, a television license, telephone) which shows the address at which the child is resident.
Category 3	A letter awarding child benefit to the child, or another letter relating to this benefit.

Please note: All evidence should be reflective of a private property which is the child's residence and should not relate to a commercial premises.

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

The closing date for the submission of verifying documents for applicants applying in January is:

Wednesday 29th January 2025, by
4pm.

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 Tuesday 10 June 2025 all applications for admission to St Anne's Nursery School 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 30 June 2026.

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 for your child's name to be removed from the list.

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. Examples of such information include whether the child has brothers or sisters attending the school.