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| St Michael’s Nursery School | Maintained Nursery School |
| 2 Stewartstown Road | Admissions No: 52 (Full-time) |
| Belfast | Session Times: From 8.45am -1.30pm |
| BT11 9JP |  |
|  | Telephone: 028 9043 1040 |
| Principal: Mrs C McAllister BEd Hons PQHNI | E-mail: [info@stmichaelsns.belfast.ni.sch.uk](mailto:info@stmichaelsns.belfast.ni.sch.uk) |
| Interim chair of Board of Governors: Mr K Gamble | Website: [www.stmichaelsnurseryschool.com](http://www.stmichaelsnurseryschool.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 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](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 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.

# 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.***

The statutory criteria as listed will be applied to all applications received by the official closing date.

1. Children **not** from socially disadvantaged circumstances (as defined above) who are in their final pre-school year ie Children born between 2 July 2020 and 1 July 2021.

# Sub Criteria

In the event of over subscription within any of the named statutory criteria the following sub criteria will be applied:

* 1. Children who have listed St. Michael’s Nursery School as their first preference.
  2. Children of staff currently employed in St. Michael’s Nursery School.
  3. Children whose parents are currently serving members of the Board of Governors.
  4. Children whose parent(s)/guardian(s) reside in the parish of St. Michael’s in order of priority as noted below:

1. Children deemed to have special circumstances which would have a significant impact on their education as supported by a statement of educational need.
2. Children deemed to have special home circumstances considered in the following order:
   1. a child who has one or both parents deceased
   2. a child whose parent has a serious long term illness (medical evidence to reflect the serious nature of the illness).
3. Brother(s)/sister(s) attending St. Michael’s Nursery School.
4. Children whose brother(s)/sister(s) half-brother(s)/half-sister(s) have attended St. Michael’s Nursery School. (Indicate name and date of attendance)
5. Brother(s)/Sister(s) half-brother(s)/half-sister(s) attending St. John the Baptist Primary School. (Indicate name and year group)
6. Other children in St. Michael’s Parish.
7. Children who reside outside St. Michael’s Parish in order of priority as noted below:
   1. Brother/sister attending St. Michael’s Nursery School.
   2. Children whose brother(s)/sister(s) have previously attended St. Michael’s Nursery School. (Indicate name and date of attendance)
   3. Brother(s)/sister(s) attending St. John the Baptist Primary School. (Indicate name and year group)

If over-subscribed in any of the sub criteria taken in order concerning children in their final pre-school year final selection will be on the basis of the initial letter of their surname in the order set down below. The surname used will be as registered on the birth certificate or as subsequently legally changed and documented.

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

The order was determined by random selection on **11.10.2023**

In the event of surnames with the same initial letter the next letter of the surname will be used in alphabetical order.

In the event of two identical surnames the alphabetical order of the forename as registered on the birth certificate will be used.

# Non-statutory criteria

**Note: These applications are processed only during Stage 2 of the admissions process, after final pre-school year (Statutory 1and 2) applications.**

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 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.

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.

**Important Notice**

**Completion of 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 provided with the application form.

Parents should ensure all information submitted in support of your application should be clearly indicate information required as detailed in admissions criteria.

**Information required:**

* Child’s birth certificate
* Name(s) of siblings who have attended St. Michael’s Nursery School (Name(s) and Date of Attendance)
* Name(s) of siblings attending St. John the Baptist Primary School (Name(s) and Year Group).

# 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 11 June 2024 those children of parents who made applications on or before 26 January 2024 and applications where new information has been provided will be given priority before any new or late applicants.

Places are allocated using the above criteria. This waiting list will be in place until 30 June 2025. 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.