

St Vincent De Paul Primary School Nursery Unit	Maintained Nursery Unit
167A Ligoniel Road	Admissions No: 26 (Full-time)
Belfast	Session Times: 9:00am – 1:30pm
BT14 8DP	
<b>FINAL</b>	Telephone: 028 9071 7920 (Primary)
	028 9071 6673 (Nursery)
Principal: Mrs Bronagh McVeigh	Fax: 028 9071 0586
<b>Teacher in Charge: Mrs Gemma McKiernan</b>	E-mail: <a href="mailto:gdillon687@c2kni.net">gdillon687@c2kni.net</a> / <a href="mailto:bmcveigh625@c2kni.net">bmcveigh625@c2kni.net</a>
Chair of Board of Governors: Father Patrick Devlin	Website: <a href="http://www.stvincentdepaulps.com">www.stvincentdepaulps.com</a>

### 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 10 January 2022 at 12noon (GMT) and an application submitted by the closing date of 28 January 2022 at 12noon (GMT) will be treated as a punctual application. An application received after 12noon (GMT) on 28 January 2022 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 following criteria will be used to allocate places in the Nursery Unit.

- 1 Children born between 2 July 2018 and 1 July 2019 whose parent(s)/guardian(s) are from socially disadvantaged circumstances who reside in the Parish of St Vincent de Paul.
- 2 Children born between 2 July 2018 and 1 July 2019 whose parent(s)/guardian(s) are from socially disadvantaged circumstances.
- 3 Children born between 2 July 2018 and 1 July 2019 whose parent(s)/guardian(s) reside in the Parish of St Vincent de Paul.
- 4 **Children whose brother/sister, half-brother and/or half-sister currently attend the Primary School. (Indicate name, year group)**
- 5 Children who have attended or currently attend St Vincent de Paul Pre-school Playgroup.
- 6 Other children born between 2 July 2019 and 1 July 2020.

**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.**

### Sub-criteria

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

- a) Preference will be given to children who have listed this nursery as their first preference.
  - b) Preference will be given to children whose permanent residence is the shortest distance from the school. Distance will be measured by a straight line on the Ordnance Survey Map from the front of the child's home to the front door of the school.
- 7 Children born between 2 July 2019 – 1 July 2020 will be considered on the basis of rank order of age – oldest first.

Parents are advised that it is their responsibility to ensure that their application form is fully completed with all relevant details to enable the above criteria to be applied.

Where applications are made on the basis of 'socially disadvantaged circumstances', the Benefit must be verified by DFC. Instructions on how this can be confirmed will be within the online Application Form and also on the EA Admissions website [www.eani.org.uk/parents/admissions](http://www.eani.org.uk/parents/admissions)

### **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 **Thursday 16 June 2022** all applications for admission to St Vincent De Paul 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 30 June 2022.

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.