

# Ballyclare Nursery School

"Where Children Shine"

**Admissions information for  
intake**

**September 2022**



# Ballyclare Nursery School

Grange Drive

Ballyclare BT39 9EY

T&F: 028 9335 2982

E: [info@ballyclarens.ballyclare.ni.sch.uk](mailto:info@ballyclarens.ballyclare.ni.sch.uk)



**Principal:** Emma Corry, BA Ed Hons, NPQH

1<sup>st</sup> December 2021

Dear Parent/ Carer

Thank you in your interest in our school.

The application process for all pre-school places is now online. We no longer have forms in the school. Online applications will open at 12 noon on Monday 10 January 2022 and will close on at 12 noon on Friday 28 January 2022.

<https://www.eani.org.uk/parents/admissions>

**Any application form received after this time will be marked as a LATE application and may result in you not being offered a place.**

We have included a guide to our admissions criteria with this letter. The full criteria for admission to Ballyclare Nursery School will be published on the Education Authority website on Friday 17th December 2021. Please read the online criteria before you complete your application.

Further information on the admissions procedure is currently available on this website under 'Admissions' which includes the option of 'finding a pre-school, primary school or post-primary school in your area.'

You should continue to check this website for further updates on the admissions procedure.

***The Admissions Criteria is used to allocate a place in our school, these selection criteria will also be used to determine the allocation of morning session and afternoon session places. No other circumstances can be considered. It is vital that you read the criteria carefully and ensure that any information in relation to the criteria is clearly expressed on your application form.***

*You only choose Ballyclare Nursery School **ONCE** on your online application.*

## **Session Preference AM or PM**

*You should clearly state your **session preference (AM or PM)** in the 'Reasons for Preference' section of the online application form.*

*Once children have been placed through the online application process, we allocate sessions using the Statutory and Sub-Criteria. In the event of your preferred session being oversubscribed, we will automatically consider you for the alternative session.*

*If you do not tell us your preferred session, then you will be allocated either AM or PM after those who have stated a choice have been placed.*

If you need any further information on these application procedures, please don't hesitate to contact us. We look forward to receiving your application.

Yours Sincerely

A handwritten signature in black ink that reads "Emma Corry".

Emma Corry  
Principal

*Where Children Shine*

**Below is an outline summary guide to our admissions criteria.  
Please note that the FULL and DETAILED criteria which is updated  
each year will be published on the EA website prior to the  
admissions procedure opening online.**



Ballyclare Nursery School  
Grange Drive  
Ballyclare  
BT39 9EY

Controlled Nursery School  
Admissions No: 156 (Part-time)  
Session Times – Morning Session: 8:45am – 11:15am  
Afternoon Session: 12noon – 2:30pm

Principal: Mrs E Corry BA ED Hons, NPQH  
Chair of Board of Governors: Mr R Thompson

Telephone: 028 9335 2982  
E-mail: [info@ballyclarens.ballyclare.ni.sch.uk](mailto:info@ballyclarens.ballyclare.ni.sch.uk)  
Website: [www.ballyclarenurseryschool.co.uk](http://www.ballyclarenurseryschool.co.uk)

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### **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. The Principal will only take into account information that is detailed on 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. Parents should also note that any child applying for admission to this school should be resident in Northern Ireland at the time of their proposed admission.

### **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.

### **Session Preference Am or PM**

**Parents should clearly state if they wish to be considered firstly at 'AM' and/or then at 'PM' in the 'Reasons for Preference' section of the online application form.**

**AM and PM sessions are allocated according to the Statutory and Sub-Criteria listed below. In the event of a first preference session being oversubscribed after the criteria has been applied, a parent will be offered their second choice of session.**

**If a parent has not stated any choice for either session then they will be allocated either AM or PM after those who have stated a choice have been placed.**

### **Statutory Criteria**

Children will be admitted according to the following statutory criteria:

1. Children from socially disadvantaged circumstances in their final pre-school year i.e. born between 2 July 2018 and 1 July 2019 (inclusive);
2. Children in their final pre-school year i.e. born between 2 July 2018 and 1 July 2019 (inclusive).

**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 for children in their pre-school year

In the event of oversubscription on the application for either AM or PM sessions after the statutory criterion has been applied, the following sub-criteria will be used to allocate places.

- a. Children who are already attending Ballyclare Nursery School in their penultimate year.
- b. Ballyclare Nursery School is listed as first preference on the application form.
- c. Preference will be given to the child whose home address is closest to the nursery school; this will be measured as the crow flies electronically using the Ordinance Survey website.
- d. If in the event that 2 children remain equal after all sub-criteria has been applied, then alphabetical order of first letter of surname will be used as listed below.

**TSWKMIZQHBYDNPJXLCOGVFUAER**

(In the event two surnames begin with the same letter the next letter in the surname will be used and so on).

**Non-Statutory Criteria**

**3. Other children born between 2 July 2019 and 1 July 2020.**

Should places remain after all the children in their final pre-school year have been accepted, children born between 2 July 2019 and 1 July 2020 will be allocated strictly in accordance with chronological age beginning with the eldest child first. In the event of children with the same date of birth being considered for the final place, the school's sub-criteria as detailed above will be applied.

Children in this category will not be considered until the application process for pre-school children has been completed.

**Duty to Verify**

The School reserves the right to require such supplementary evidence as it may determine to support or verify information on any application form.

The provision of false or incorrect information or the failure to provide information within the deadlines set by pre-schools can result in the withdrawal of a place on the part of any school nominated on the applicant's application form.

**Waiting List Policy**

Should any places become available after the conclusion of the Open Enrolment admissions procedure, the Principal will apply the statutory criteria and, if necessary, the sub-criteria to all remaining applications lodged with the school at that time.

## Concerns and Additional Needs

We are looking forward to receiving your application and hope to be welcoming your child into our school next year.

We recognise that all children are different and can be at varying stages of levels of development, speaking, ability and independence.

If you have any concerns about your child, for any reason, and you would like to talk to us about them starting Nursery School, then please telephone us and we will be very pleased to speak to you.

You can also contact your Health Visitor who will also be able to talk about your concerns.

Seeking advice prior to your child starting Nursery means that we will be able to plan for and provide the support that they will need in order to get the most from their year with us in pre-school.

## General Questions and Enquiries

We are very happy to talk to you about any questions or enquiries that you have regarding your child starting Nursery School. Please don't hesitate to contact us!



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