

## Admissions criteria for entry September 2024

Pond Park Nursery School  
20 Redpoll Avenue  
Lisburn  
BT28 3PW

Principal: Miss M Fleck BEd (Hons)  
Chairperson of Board of Governors: Ms S Carville

Controlled Nursery School  
Admissions No: 26 (Full-time), 52 (Part-time)  
The school is open from 8:30am until 3:30pm; the session times are as follows:  
Full-time Session: 9:00am – 1:30pm  
Part-time Morning Session: 8:45am – 11:15am  
Part-time Afternoon Session: 12 noon – 2:30pm  
Telephone: 028 9267 1516  
E-mail: [info@pondparkns.lisburn.ni.sch.uk](mailto:info@pondparkns.lisburn.ni.sch.uk)  
Website: [www.pondparkns.co.uk](http://www.pondparkns.co.uk)

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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.

**Parents who are considering making an application to the Nursery School are warmly invited to explore the school's website [www.pondparkns.co.uk](http://www.pondparkns.co.uk)**

### 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.

Applications for admission are to be made online at [www.eani.org.uk](http://www.eani.org.uk). The Principal and the Board of Governors will be involved in the application of the Admissions Criteria, which will be strictly adhered to.

### Admissions criteria to be used in the event of the school being oversubscribed with applications for available places

#### 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.**

2. Children not from socially disadvantaged circumstances (as defined above) who are in their final pre-school year who were (as defined by Criterion 1).

#### Sub-Criteria

If there are more children satisfying the last criterion above, which can be applied, then selection for the remaining places will be on the application of the following sub-criteria in the order set down below:

- (a) Children with an older brother/sister (half-brother/sister) who currently attend the Nursery School or have attended within the last seven years;
- (b) Children whose parent(s) have listed Pond Park Nursery School as their first preference for any of the sessions offered (full-time/part-time);

- (c) Children whose parent(s) is a member of the Board of Governors or is a permanent employee of the school;
- (d) Children on the basis of proximity of their home to the school gate as measured by the Ordnance Survey Distance Measurement Tool (or equivalent). In the event that 2 or more applicants are found to live an equal distance from the school and there is only one available place, selection of the final place will be by random draw.

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 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. Examples of such information include whether the child has brothers or sisters who previously attended the nursery school (please include name of child and year attended) and whether either parent is a member of the Board of Governors or a permanent employee of the school.

If any places remain vacant after the above criteria have been fulfilled, the following criteria will be applied to other applicants.

### Non-statutory criteria

**Note: Applications falling under Criterion 3 are processed only during Stage 2 of the admissions process, after final pre-school year (Statutory 1 and 2) applications.**

#### 3. 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,
  - 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.

### Tie Breaker – Non Statutory Criterion 3

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 sub-criterion (d) will be used.

### Applications after 1 September 2024

Criteria as above

### Address Verification

When applying in January The Board of Governors requires that the following evidence is provided by **4pm on Wednesday 31<sup>st</sup> January 2024:**

1. Child's Birth Certificate
2. Verification of address: Any two of the following original documents can be used to verify the child's residential address; Utility bill, bank statement or mortgage/rent statement, Land & Property Services rate demand, addressed payslip. All documents should be recent (dated within the past 6 months).
3. Benefit Verification (if applying under criterion 1).

If the requested evidence is not provided to the Board of Governors by the submission deadline (4pm 31<sup>st</sup> January 2024), this may 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.

### 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 may 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 Open Enrolment procedure concludes all applications for admission to the school where Pond Park Nursery School was the first preference school 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 if your child gains a place in the school by this method.