

PHOENIX INTEGRATED PRIMARY SCHOOL NURSERY UNIT

80 Fountain Road
COOKSTOWN
BT80 8QF

Integrated Nursery Unit

No of Places: 26 (part-time)

Session Time: 9.00 am – 12.30 pm

Telephone: (028) 8675 7096

E-mail: hwatson896@phoenix-ips.cookstown.ni.sch.uk

Principal: Mrs Heather Watson BA (Hons) PQH (NI)

Chair of Board of Governors: Mrs Elizabeth Simpson

RESPECTIVE FUNCTIONS OF THE BOARD OF GOVERNORS AND PRINCIPAL IN RELATION TO ADMISSIONS TO THE SCHOOL

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.

ADMISSIONS CRITERIA

1. Children from socially disadvantaged circumstances* born between 2 July 2014 and 1 July 2015 (both dates 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 have their application form stamped by the Social Security /Jobs and Benefits Office to confirm that they are in receipt of a qualifying payment.

2. Children not from socially disadvantaged circumstances born between 2 July 2014 and 1 July 2015 (both dates inclusive).

If there are more applicants who meet a particular criterion than there are places remaining to be filled the Board of Governors will determine, after consideration of the balance of representation within the nursery class of the 2 main communities within Northern Ireland, how many children of each main denomination should be admitted from those who meet that particular criterion. The balance between Roman Catholic and Protestant children is at least 40% from each of these denominations.

The Board of Governors will then apply in the order indicated the sub-criteria listed below to those who meet the oversubscribed criterion. The sub-criteria will be applied separately to Roman Catholic, Protestant children and children from other religions or none as appropriate.

ADMISSIONS SUB-CRITERIA

- (i) Children who have listed Phoenix Nursery Unit as their first preference;
- (ii) Children with brothers/sisters/half-brothers/half-sisters, including those fostered or adopted or children living under a residency order in a family where other child/children of the family are presently enrolled in Phoenix Integrated Primary School;
- (iii) Children with brothers/sisters/half-brothers/half-sisters, including those fostered or adopted or children living under a residency order in a family where other child/children of the family who previously attended Phoenix Integrated Primary School for at least 5 years;
- (iv) Children whose parent/guardian is currently a permanent employee of the school or current member of the Board of Governors of the school;
- (v) Children who are an eldest child;
- (vi) Chronological age starting with the oldest;
- (vii) Remaining places will be allocated for admission on the basis of initial letter of surname in the order set out below which was determined by a randomised selection of letters of the alphabet.

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

In the event of surnames beginning with the same initial letter then subsequent letters of the surnames will be used in alphabetical order. In the event of two identical surnames the alphabetical order of the initials of the forenames will be used. The surname selected will be "as per birth certificate".

It is requested that parents/guardians seeking admission for the child/children complete both the Education Authority's application form and the school's information form. The Board of Governors will use the information on both forms to decide which category children should be admitted in the event of oversubscription. If no information is received the candidate will be put into the 'Other' category.

3. If any places remain after the above criteria have been met, applications will be considered for children born between 2 July 2015 and 1 July 2016 (both dates inclusive). The school will allocate remaining places based on date of birth, in descending order (oldest-youngest).

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 and Pre-Enrolment 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 is the eldest child; your child's perceived religion, please see our Pre-Enrolment Form.

As the application form from the Education Authority does not require parents to state the perceived religious tradition of the child, *it is essential* to complete the school's Pre-Enrolment Form, as this will enable the committee to ensure that the religious balance of the school is maintained.

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.

To enable the Board of Governors to verify addresses, all applicants, if requested, should provide **any two of the following four documents:**

- a bank or building society statement which shows the address at which the child is resident;
- a utility bill (for instance electricity, gas, Television Licence, telephone) which shows the address at which the child is resident;
- a letter awarding Child Benefit to the child or another letter relating to this benefit;
- the child's Medical Card.

WAITING LIST POLICY

Should a vacancy arise after 8 June 2018, all applications for admission to nursery 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. The waiting list will be in place until June 2019.

If you wish your child's name to be added to the waiting list, you **must put the request in writing** to the school. We will contact you in writing if your child gains a place in the school by this method. Please contact the school if you wish for your child's name to be removed from the list.