|  |  |
| --- | --- |
| Cookstown Nursery School | Controlled Nursery School |
| Coolnafranky Demesne  Molesworth Street | Admissions No: 52 (Full-time)  Session Times: 8:45am – 1:30pm |
| Cookstown BT80 8PF | A mid-day meal is available |
| Principal: Mrs J Fleming BA HONS PGCE | Telephone: 028 8676 4451 |
| Chair of Board of Governors: Mr P Mitchell | E-mail: [info@cookstownns.cookstown.ni.sch.uk](mailto:info@cookstownns.cookstown.ni.sch.uk) |

# 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 a Selection Committee consisting of the Principal subject to the final approval of the Board of Governors. The admissions criteria will be reviewed annually by the Selection Committee. Any reference herein to the term the Board of Governors includes any Sub-Committee appointed by the Board of Governors for the purposes of applying the admissions criteria.

# 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.

# 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.***

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

# Sub-Criteria

Should there be more applications than places available when the above criteria are applied the following sub-criteria will be applied in the order indicated below to identify the children to be selected for admission:-

1. Children for whom Cookstown Nursery School is the Controlled Nursery School nearest to the child’s home (Note 2)
2. Children for whom Cookstown Nursery School is their first preference.
3. Children who are currently attending Cookstown Nursery School in their penultimate year.
4. First/Eldest\* child in the family who are eligible to apply or Children who have a brother(s)/sister(s), half- brother(s)/half-sister(s), step-brother(s)/step-sister(s), fostered/adopted brother(s)/sister(s) already attending or previously attended a school on the campus. \* (Please include name of sibling, school attending/attended and year group).

In the event of oversubscription within the last sub criterion applied the children will be selected for admission identified on the basis of the initial letter of their legal surname as stated on the birth certificate in the order set out below:

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

This order was determined by a randomized selection of letters generated by [www.miniwebtool.com,](http://www.miniwebtool.com/) witnessed by an independent witness and agreed by the governors of the school at a meeting 0n 14/11/22 . In the event of surnames beginning with the same initial letter the subsequent letters of the surname will be used in alphabetical order. In the event of two identical surnames the alphabetical order of the initials of the forenames as stated on the birth certificate will be used. In the event of whole names being identical, a computerized random selection will be used.

It is important that parent(s)/guardian(s), when submitting the application form, provide all relevant supporting information and written evidence that may be needed as per the published admissions criteria including the child’s birth certificate.

It is up to the parents to indicate **clearly** on their application if a brother/sister have previously attended Cookstown Nursery School or if they have a child already at another school in the campus. If required Cookstown Nursery School will check information about a child at another school on the campus.

# Note 1

Home is the child’s permanent place of residence. It is not the child-minder’s or a relative’s address.

# Note 2

Distance to the child’s home and to other controlled nursery schools will be as measured in a straight line on an Ordnance Survey Map.

# Note 3

\*With reference to a School on the campus, this refers to Cookstown Nursery School, Cookstown Primary School or Cookstown High School.

# Note 4

\*Eldest Child may also include the following: cases where the child is more than 7 years younger than their next nearest sibling, the child will be treated as eldest. In the case where the eldest child in the family attends a special school/ unit, the child applying will be treated as the eldest. Individual family circumstances will be taken into consideration.

# Non Statutory Criteria

**Children In Their Penultimate Pre-School Year**

In the event of there being places remaining after applying the criteria to all children in their final pre-school year, remaining places will be allocated to:

1. 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.

# 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.

**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 (except twins or other multiple births) final selection will be made using the above random selection of letters.

# Duty to Verify

The Board of Governors reserves the right to require supplementary evidence as it may determine to support or verify information on any applicant’s application form. Any supporting documents must be provided to the first preference provider.

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 11th June 2024, 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. This waiting list will be in place until the end of the academic year.

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.

# Note

It is expected that all children will be toilet trained by the time of admission. If parents feel there may be difficulties with this they should contact the Principal.