

Orchard County Primary School Nursery Unit  
65 Blackisland Road  
Annaghmore  
Portadown BT62 1NH

Principal: Mrs J McMillan BEd (Hons)  
Chair of Board of Governors: Mr K Twyble

Controlled Nursery Unit  
Admissions No: 26 (Part-time)  
Session Times: 8.50am – 11:30am

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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. The Principal, who has been delegated authority to act on behalf of the Board of Governors in this matter, will apply the following criteria to identify which children should be admitted either at initial admission to nursery education or at any time after the beginning of the school year where the number of applications exceeds the number of vacant part-time places for pre-school education for that school year.

### 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 7 January 2021 at 12noon (GMT) and an application submitted by the closing date of 29 January 2021 at 12noon (GMT) will be treated as a punctual application. An application received after 12noon (GMT) on 29 January 2021 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.

### Statutory Criteria

- 1 Children from socially disadvantaged circumstances born between 2 July 2017 and 1 July 2018.
- 2 Other children born between 2 July 2017 and 1 July 2018.

***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.***

### Admissions Sub-Criteria

In the event of oversubscription in any of the above criteria, children will be selected for admission by applying the following sub-criteria in the order stated below: -

1. Children with a brother/sister (half-brother/sister, including those fostered and adopted) currently in attendance at Orchard County PS or Nursery Unit.
2. Children whose brothers and sisters (half-brother/sister, including those fostered and adopted) previously attended Orchard County Primary School or Nursery Unit.
3. Children of permanent employees at the school.
4. Children for whom Orchard County PS Nursery Unit is listed as first preference.
5. The remaining places will be allocated on the basis of the proximity of the child's home to the school. Priority being given to those living nearest to the school using the OSNI Linear Distance Measuring Tool.

Sub-criterion (5) will also be used as a deciding factor should oversubscription occur within any other sub-criterion.

NB: Parents should note that it is their responsibility to ensure that any information relevant to the school's admissions criteria is included on, or with, the application, or provided to the first preference school.

### Non-Statutory Criteria

If any places remain vacant after the above criteria have been fulfilled, applications will be considered from children born between 2 July 2018 and 1 July 2019. Places will be allocated in chronological order (reference date of birth- eldest first).

### Duty to Verify

The Board of Governors will require supplementary evidence to verify a child's address at the time of application. Please forward to the school one document from **(a)** and one from **(b)**:

- a) a utility bill (electric, gas, TV licence, telephone) or a bank/building society statement showing the address at which the child is resident;
- b) a child's medical card/letter or a child benefit letter showing the address at which the child is resident.

Other documents equally capable of verifying the child's address will be considered at the discretion of the Board of Governors.

This is in addition to the standard requirement to provide a birth certificate.

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 the Open Enrolment Procedure has concluded, it will be offered to the next rank ordered applicant who was initially refused a place when the admissions process concludes on 9 June 2021. Late applications will be added to the bottom of the list. Children born between 2 July 2017 and 1 July 2018 will always take priority over children born between 2 July 2018 to 1 July 2019 if a place becomes available. This waiting list will be in place until 30 September 2021.

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. The school will contact you if your child gains a place by this method.

### **Please 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, please contact the Principal.
- The nursery staff will offer an after nursery club (11.30-1.30pm), if there is sufficient parental demand. This after school club will be funded by parents.