

**KNOCKNAGONEY PRIMARY SCHOOL NURSERY UNIT
KNOCKNAGONEY ROAD
BELFAST
BT4 2NR**

**Controlled Nursery Unit
Co-educational**

**Enrolment No: 26
Full-time Places**

**Telephone No: 028 9076 8496
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**Principal: Mrs A Burton B.Ed(Hons) PQH
Nursery Teacher: Mrs N Campbell BA(Hons) PGCE (Early Years)
Chair of Board of Governors: Canon David Brown**

Respective Functions

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.

Admissions Criteria

Priority will be given to children resident in Northern Ireland at the time of their proposed admission.

*A child from socially disadvantaged circumstances means a child whose parent is in receipt of Income Support or Income-based Jobseeker's Allowance; where an award of Income Support has been 'converted' into an Employment and Support Allowance and the Social Security Agency has confirmed that the level of benefit remains the same then the parent should continue to be treated as being in 'socially disadvantaged circumstances'. When parents/guardians apply for places for their child on this basis they must have their application form stamped by the Social Security Agency.

- 1 Children born between 2 July 2012 and 1 July 2013 whose parent(s)/guardian(s) are from socially disadvantaged circumstances*.
- 2 Children born between 2 July 2012 and 1 July 2013.
- 3 Children born between 2 July 2013 and 1 July 2014. Place will be given to eldest first. Sub-criteria will then be applied in the event of two or more children having the same date of birth.

In the event of the Unit being over-subscribed in any criteria above, the Governors will select children for admission using the sub-criteria set out below. The criteria will be applied in the order in which they are set down.

Sub-criteria

- 1 Children whose parents or guardians have listed Knocknagoney as their first preference on the application form.
- 2 Children who have brothers/sisters/half-brothers/half-sisters or other children living permanently at the same address currently attending Knocknagoney Primary School (P1 - P7) or who will be enrolled in the Primary School in September 2015. **(Indicate name and year group)**
- 3 Children whose parent/guardian, brother/sister, half brother/sister are past pupils of Knocknagoney Primary School. **(Indicate name of brother/sister maiden name of mother, father and date of attendance)**
- 4 Children who have a parent/guardian employed by Knocknagoney Primary and Nursery Unit. (excluding staff employed by School Meals Service)

- 5 Children who live nearest to the school. Distance will be determined by a straight line measurement from the front door of the child's home to the entrance to the school. Measurement will be generated electronically using the Ordnance Survey website.

In the event of two or more children's permanent residence being measured equal distance for the final place, children will be selected by age with the oldest being selected first.

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.

Waiting List Policy

Should a vacancy arise after Friday 3 June 2016 all applications for admission to Knocknagoney Nursery School Unit 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 30 June 2017. 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.

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. 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 has brothers or sisters attending the school.