

Ravenscroft Nursery School
Ravenscroft Avenue
Belfast
BT5 5BA

Controlled Nursery School
Admissions No: 52 (Full-time)
Session Times: 9:00am – 1:30pm

Principal: Mrs Nuala Symington BEd (Hons) ACE PQH (NI)
Chair of Board of Governors: Mr Colin Woods

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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 which will be applied at stage one by a Selection Sub-Committee consisting of the principal and three Governors subject to the final approval of the Board of Governors. At stage two the Principal and Chair of Governors will apply the admissions criteria subject to the final approval of the Board of Governors.

The Board of Governors has determined that in the event of there being more applicants than places available, the following criteria in order of the priority set down will be applied, to select children for admission.

Please note that children who are resident in Northern Ireland will be considered for places prior to those children who are non-resident in Northern Ireland.

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 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 10 January 2023 at 12noon (GMT) and an application submitted by the closing date of 27 January 2023 at 12noon (GMT) will be treated as a punctual application. An application received after 12noon (GMT) on 27 January 2023 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 2019 and 1 July 2020 (inclusive) and whose parents have not exercised their right to defer their child's entry to primary school; or,
 - or between 1 April 2019 and 1 July 2019 (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 2024.

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 (as defined by Criterion 1).

Sub-criteria

In the event of the school being over-subscribed within any of the above the following sub-criteria will be applied in the following order:

- a. Looked After Children – whose permanent home address or foster care residence has a BT4 or BT5 postcode (evidence to support this from a suitable professional, health/social worker must be supplied).
- b. Children whose parent is a permanent member of staff/member of the school's Governing Body.

- c. Children whose sibling/half sibling currently attends or previously attended Ravenscroft Nursery School (name and date of attendance must be supplied on the application form) or children who are the first child in the family (verification documents will be required for the first child criteria-letter from medical professional i.e. child's GP/Health visitor, solicitors letter, letter from the church, Child Care establishment, Day Care establishment, Playgroup,
- d. Other children.

In the event of over subscription in the last sub-criterion which can be applied then selection for all places remaining in this category will be on the basis of children whose permanent residence is the shortest distance from the front door of their home to the front gate of the school. Places will be granted in order of priority determined by the proximity of the permanent residence to the school. Distance will be determined by a straight line measurement generated electronically using a computer programme provided by Ordnance Survey of Northern Ireland. In the event of two or more children's permanent residence being measured equidistant for the final place, then The Board of Governors will fill the place by selecting on the basis of the initial letter of the surname as per the birth certificate as set out in the random order below:

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

The order was determined by a randomised selection of letters carried out by the governors of the school at a meeting on 16/10/2022.

In the event of surnames beginning with the same letter the subsequent letters of the surname will be used in alphabetical order. In the event of 2 identical surnames the alphabetical order of the initials of the forename as per the birth certificate will be used.

It is important that parents/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.

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 2019 – 1 July 2019 (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 2020 and 1 July 2021 (inclusive); 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 that child's parent has completed a request to defer their child starting P1 until September 2025.

Tie Breaker – Non-Statutory Criterion 3

Children within Criterion 3 will be selected in Chronological Order of Age – eldest first. In the event of two or more children having the same DOB the above random selection of letters will be used.

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 13 June 2023, all applications for admission to Ravenscroft Nursery 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.

Admissions criteria for entry September 2023

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.