

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 has drawn up the selection 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](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 10 January 2022 at 12noon (GMT) and an application submitted by the closing date of 28 January 2022 at 12noon (GMT) will be treated as a punctual application. An application received after 12noon (GMT) on 28 January 2022 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.

Priority will be given to those applicants that place Ravenscroft Nursery School as their first preference.

- 1 Children born between 2 July 2018 and 1 July 2019 whose parent(s)/guardian(s) are from socially disadvantaged circumstances.
- 2 Children born between 2 July 2018 and 1 July 2019.

**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.**

### 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 GP, solicitors letter, letter from the church, child benefit award letter, tax credit award letter)
- 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 alphabetical order below:

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

The order was determined by a randomized selection of letters. 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 forenames as per the birth certificate will be used. In the event of forenames beginning with the same letter, the subsequent letters of the forename will be used in alphabetical order.

In the event of vacancies remaining after the above criteria have been applied, the following criterion will be applied to other applicants.

### **Non Statutory Criteria**

- 3 Children born between 2 July 2019 and 1 July 2020, on the basis of age ie eldest first. In the event of two children sharing a date of birth, then the place will be allocated on the basis of the initial letter of the surname as per the birth certificate as set out in the random alphabetical order above.

### **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. Supporting and verification documents must be supplied to Ravenscroft Nursery School by 12 noon Friday 4<sup>th</sup> February 2022. We require the provision of:

An original birth certificate for the child (either long or short)

Any two of the following to verify the child's home address:

*A recent bank or building society statement which shows the address at which the child is resident*

*A recent utility bill (electricity, gas, television licence or phone) which shows the address at which the child is resident*

*A recent letter awarding child benefit to the child or another recent letter relating to this benefit*

*Electoral identification*

*Driving licence for parent/guardian showing the address at which the child is resident*

*A recent payslip*

*A recent mortgage or rental document*

*A recent land/property document*

*Recent documents are defined as being within the last 6 months, with the exception of mortgage or land property documents, where within the last year is accepted*

The provision of false or incorrect information or the failure to provide information within the deadlines set by pre-schools can result in the withdrawal of a place and the inability to offer a place on the part of any school nominated on the applicant's Application Form.

### **Waiting List Policy**

Should a vacancy arise after Thursday 16<sup>th</sup> June 2022, all applications for admission to Ravenscroft Nursery School for 2022/23 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 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.

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.