

Sunnylands Nursery School  
Sunnylands Avenue  
Carrickfergus  
BT38 8JT

Controlled Nursery School  
Admissions No: 104 (Part-time)  
Session Times – Morning Session: 9:00am – 11:30am  
Afternoon Session: 12:30pm – 3pm

Principal: Mrs S E Morrow  
Chair of Board of Governors: Mrs Ann Johnston

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### Respective Functions of the Board of Governors and the Principal in relation to admissions.

The Board of Governors will determine the Admissions Criteria. The criteria will be applied by a sub-committee of the Board of Governors.

### Admissions criteria to be used in the event of the school being oversubscribed. The criteria are listed in order of priority.

Children resident in Northern Ireland at the time of their proposed admission to the school to be selected for admission to the school before any child not so resident may be selected.

Children will be admitted according to the following statutory criteria:

1. Children from socially disadvantaged circumstances in their final pre-school year i.e. born between 2 July 2015 and 1 July 2016 (inclusive);
2. Children not falling within sub-paragraph (1) in their final pre-school year;

and who at the time of their proposed admission will not have a pre-school education place, whether full-time or part-time, at another school or any other premises.

**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 have their Benefit Verification stamped by the Social Security/Jobs and Benefits Office to confirm that they are in receipt of a qualifying payment. This should then be sent by the parent directly to the provider of first preference.**

### Sub-criteria

In the event of oversubscription on the application of a statutory criterion the sub-criteria will be applied in the order set down.

- a. Children will be selected in accordance with the preference for Sunnylands Nursery School named on the application form i.e. those whose form indicates a first preference will be selected before those whose form indicates a second or subsequent preference, second preferences will be selected before third or subsequent preferences etc.
- b. Children already attending Sunnylands Nursery School at the time of application.
- c. Children who have siblings, brother/sister, half brother/sister, foster brother/sister, attending or attended Sunnylands nursery school in the last seven years.
- d. Children who are:
  - (i) the only child in the family
  - (ii) the eldest child in the family.
- e. The remainder of places will be allocated on the basis of the initial letter of their legal surname in the order set out below:  
**I F W V Z C A Mc O B X N E U R H D Mac J K S Q M P L G Y T**  
This order was determined by a randomised selection of letters. 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 first forename appearing on the birth certificate will be used.
- f. In the event of the school being undersubscribed, places shall be offered to children in their penultimate pre-school year in strict chronological order beginning with the eldest.

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.

### Duty to Verify

Applicants should note that they may be required to produce documents verifying their address. This is in addition to the standard requirement to provide a Birth Certificate in order to verify the age of a child. Original documents are required and not photocopies.

## Admissions criteria for entry September 2019

The provision of false or incorrect information or the failure to provide verifying documents requested by the required deadline may result in either the withdrawal of a place or the inability of pre-school to offer a place.

### **Waiting List Policy**

Should a vacancy arise after completion of the Open Enrolment Admissions procedure on 11 June 2019, all applications for admission to nursery will be treated in order of receipt with preference given to children in their pre-school year. This waiting list will be in place until the end of the academic year 2019/2020.

It is the responsibility of the parent to inform the nursery if they wish their child's name to be added to the waiting list. Please contact the school if you wish your child's name to be removed from the list.