

Dromore Nursery School
18 Banbridge Road
DROMORE
BT25 1NB

Telephone: (028) 9269 9732
E-mail: dromorens@hotmail.co.uk
Website: www.dromorenursery.com

Controlled Nursery School
No of places: 78

Session Times:
26 x full-time places
8.45 am to 1.30 pm

26 part-time morning places
8.45 am to 11.15 am

26 part-time afternoon places
11.45 am to 2.15 pm

Principal: Mrs S Beattie BA Hons MEd PQH
Chair of Board of Governors: Mrs. M. Alexander MBE

A mid-day meal is available for full-time pupils

RESPECTIVE FUNCTIONS OF THE BOARD OF GOVERNORS AND PRINCIPAL IN RELATION TO ADMISSIONS TO THE SCHOOL

The Board of Governors draws up the admissions criteria and delegates to an Admissions Sub-Committee, which includes the Principal, the responsibility for applying these criteria. Any reference herein to the term the Board of Governors includes any Sub-Committee appointed by the Board of Governors for the purposes of applying the admissions criteria.

ADMISSIONS CRITERIA

- 1 Children from socially disadvantaged circumstances born between 2 July 2012 and 1 July 2013 (both dates inclusive) and for whom Dromore Nursery School is the controlled nursery school nearest to the child's home.

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 & 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 forms stamped by the Social Security Agency.

- 2 Children from socially disadvantaged circumstances born between 2 July 2012 and 1 July 2013 (both dates inclusive) and for whom Dromore Nursery School is not the controlled nursery school nearest to the child's home.
- 3 Children not from socially disadvantaged circumstances born between 2 July 2012 and 1 July 2013 (both dates inclusive) and for whom Dromore Nursery School is the controlled nursery school nearest to the child's home.
- 4 Children not from socially disadvantaged circumstances born between 2 July 2012 and 1 July 2013 (both dates inclusive) and for whom Dromore Nursery School is not the controlled nursery school nearest to the child's home.

In the event of oversubscription in any of the above criteria children to be selected for admission will be identified by applying the following sub-criteria:-

ADMISSIONS SUB-CRITERIA

- (i) Children who already attend the school in their penultimate year, who have listed Dromore Nursery School as their first preference choice.
- (ii) Children in their final pre-school year, who have listed Dromore Nursery school as their first preference choice, of permanent members of staff or Governors of the school. Children fostered within such a family are included.
Evidence required:
Documented evidence with reference to a fostered child is required.
- (iii) Children in their final pre-school year, who have listed Dromore Nursery school as their first preference choice, whose brothers, sisters, half-brothers and half-sisters attend or have previously attended the school, or eldest child in the family. Children fostered within such a family are included. It is the responsibility of the parent(s) to ensure that all relevant sibling names and attendance dates are included on the application form.
Evidence required:
Documented evidence with reference to a fostered child is required. Please specify on application name of sibling and year attended or indicate if eldest.
- (iv) Children in their final pre-school year, who have listed Dromore Nursery School as their first preference choice and who are on the 'At Risk' register maintained by Southern Health and Social Care Trust.
Evidence required:
Documented evidence from the Southern Health and Social Care Trust will be required.
- (v) Children in their final pre-school year, who have listed Dromore Nursery School as their first preference choice, who in the opinion of the Board of Governors have special home circumstances in the following order:
- (a) A child who has one or both parents deceased;
 - (b) A child whose parent has a serious long-term illness – medical evidence required;
 - (c) Children who are twins (or multiple births);
 - (d) A child from a family of three or more pre-school children;
- Evidence required:**
*Applicants whose family circumstances fall into this criterion must seek an appointment with the school Principal **before** the closing date for application.*
- (vi) **Randomised Selection**
- Remaining places will be allocated on a randomised selection of 1st preference applications using Random.org to allocate a rank number at random to each application. In the case of multiple births they will be allocated the same number. The random selection will be carried out by the Principal, verified by a member of the Board of Governors and an independent person.
Evidence required
Birth Certificate in order to verify the age and full names of a child.
- (vii) Any places remaining unallocated in 2nd, 3rd, or 4th round preferences shall be allocated on the basis of closest home address to the school as calculated using the home postcode and Google Maps. It is the responsibility of the parent(s) to ensure that all relevant documents are attached to the application form.
Evidence required:
Birth Certificate in order to verify the age and full names of a child and two documents to verify their address.

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 admissions criteria is stated on the application form or attached to it. Examples of such information include whether the child is the eldest child etc.

Note 1 - Home is the child's **permanent** place of residence. It is not the child-minder's or a relative's address.

Note 2 - For the purpose of identifying the nearest Controlled Nursery School to the child's home, distance to the child's home and to other Controlled Nursery Schools will be as measured using postcodes on Google Maps.

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 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.

Applicants should note that where an address contained within an application qualifies it for admission, then that address will be verified. To enable the Board of Governors to verify addresses, **all** applicants should provide **any two** of the following three documents:

- a bank or building society statement which shows the address at which the child is resident;
- a utility bill (for instance electricity, gas, Television License, telephone) which shows the address at which the child is resident;
- the child's Medical Card.

This is in addition to the standard requirement to provide a Birth Certificate in order to verify the age of a child.

ALL SUPPORTING DOCUMENTS MUST BE ORIGINAL AND NOT FACSIMILES OR PHOTOCOPIES. Original documents will be returned and a photocopy held to the end of the admissions process. Applicants preferring not to put verifying documents in the post or seeking alternative verifying arrangements should contact the school to agree alternative verification arrangements. All photocopied documents will be returned or shredded at the end of the allocation procedure.

WAITING LIST POLICY

The school publishes a Policy on the Operation of Admissions Waiting List. The policy is available on the school website at www.dromorenurseryschool.com or copies are available on request at the school.

CHILDREN IN THEIR PENULTIMATE PRE-SCHOOL YEAR

In the event of there being places remaining after applying the criteria to all children in their final pre-school year, i.e. those born between 2 July 2012 and 1 July 2013 (inclusive), those remaining places will be allocated to children in their penultimate pre-school year, i.e. those born between 2 July 2013 and 1 July 2014 (inclusive). The places will be allocated according to chronological age, beginning with the oldest.

Where two or more children have the same date of birth (except twins or multiple births) final selection will be on the basis of the alphabetical order of the surnames. If two or more children have the same surname the alphabetical order of the first forename will be used and if required thereafter subsequent forenames.

Evidence required:

Birth Certificate in order to verify the age and full names of a child.