

# Admissions criteria for entry September 2024

College Farm Nursery School  
Lower Desert Lane  
Armagh  
BT61 8AN

Principal: Mrs Sheila Leavy  
Chair of Board of Governors: Renée Quinn

Maintained Nursery School  
Admissions No: 52 (Full-time)  
Session Times: 9:00am - 1:30pm  
A mid-day meal is available

Telephone: 028 3751 8276  
E-mail: [info@collegefarmns.armagh.ni.sch.uk](mailto:info@collegefarmns.armagh.ni.sch.uk)  
Website: [www.collegefarmnurseryschool.com](http://www.collegefarmnurseryschool.com)

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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 and delegates to a Selection Committee, which includes the Principal, the responsibility for applying these criteria. The admission criteria will be reviewed annually by the Board of Governors.

## 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 9 January 2024 at 12noon (GMT) and an application submitted by the closing date of 26 January 2024 at 12noon (GMT) will be treated as a punctual application. An application received after 12noon (GMT) on 26 January 2024 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.

## Statutory Criteria

- Children from socially disadvantaged circumstances in their final pre-school year who were born:
  - on or between 2 July 2020 and 1 July 2021 (inclusive) and whose parents have not exercised their right to defer their child's entry to primary school; 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,
    - 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 2025.

***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.***

- Children not from socially disadvantaged circumstances (as defined above) who are in their final pre-school year (as defined by Criterion 1).

## Admissions Sub-Criteria

In the event of more pupils satisfying criterion 1-2 above, then selection for the remaining places will be on the basis of the following sub-criteria applied in the order set down:

- Children who reside in the Parish of Armagh (verified by Parish Office)
- Children who in the opinion of the Board of Governors, have special home circumstances, considered in the order set down.
  - other child/parent with a serious long-term illness – medical evidence required;
  - a child who has one or both parent deceased;
  - a child from a family of 3 or more pre-school children;
- Children whose brothers/sisters/half-brothers/half-sisters previously attended College Farm Nursery School; (name of sibling and year of attendance must be on application form); or Children who are the eldest / only child in the family.
- Other children.

If over-subscribed in any sub-criteria final selection will be based on alpha selection of the first letter of the child's surname as on their birth certificate, in the following order:

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

## Admissions criteria for entry September 2024

The order was determined by a random selection of letters and will change each year. 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 identical surnames, the alphabetical order of the forenames as per the birth certificate will be used.

### 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 2020 - 1 July 2020 (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 2021 and 1 July 2022 (inclusive); or,
- on or between 1 April 2021 and 1 July 2021 (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 2026.

### Tie Breaker – Non Statutory Criterion 3

Children within Criterion 3 will be selected in Chronological Order of Age – eldest child first. In the event of two or more children having the same DOB the above random selection of letters will be used. In the event of two identical surnames the random selection order will be used on the first forename (as given on the birth certificate). In the event of two identical forenames, the above criteria will be applied to any other given forenames.

### Supporting information

1. To enable the Board of Governors to verify addresses, all applicants should provide any one of the following four 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; - a letter awarding Child Benefit to the child or another letter relating to this benefit; - the child's Medical Card - To enable the Board of Governors to verify the age of a child, all applicants must also submit a birth certificate All documents should be submitted at the time of application

### Supporting Information

To enable the Board of Governors to verify addresses, all applicants when applying, should provide any one of the following documents not more than six months old, which shows the address at which the child is resident.

- a bank or building society statement.
- utility bill (for instance electricity, gas, Television License, telephone) which shows the address at which the child is resident
- Mortgage statement; Land and Property services rates demand; Rental agreement
- Current Driving Licence.

To enable the Board of Governors to verify the age of a child, all applicants must also submit a birth certificate.

All documents should be submitted at the time of application.

When considering which children should be selected for admission the Board of Governors will only consider information which is detailed on the application form. Parents should ensure that all information relating to their child is included on the form and relates only to the admissions criteria (e.g., siblings attended school and year; special home circumstances; residency in Parish of Armagh)

### Waiting List Policy

The school's policy on the consideration of applications after the admissions procedure concludes on Tuesday 11<sup>th</sup> June 2024 is detailed below:

Should a vacancy arise after Tuesday 11<sup>th</sup> June 2024 all applications for admission to nursery 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. The school will contact you in writing if your child gains a place in the school by this method. Your child's name will automatically be added to the list. Please contact the school if you wish for your child's name to be removed from the list.

### Note

It is expected that all children should be toilet trained. If parents feel there will be difficulties with this, they should contact the principal.