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| Braidside Integrated Primary School Nursery Unit | Grant Maintained Integrated Nursery Unit | |
| 89 Frys Road | Admissions No: 26 (Part-time) | |
| Ballymena | Session Times: 9:00am – 11:30am | |
| BT43 7EN |  | |
|  | Telephone: 028 2564 7899 | |
| Principal: Ms J McAuley | E-mail: info@braidsideintegratedps.ballymena.ni.sch.uk | |
| Chair of Board of Governors: Ms Stephanie McMullan | Website: www.braidside.co.uk | |
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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. As an integrated nursery school, it is a key principle that children of differing religions are educated together at Braidside Nursery school. In order to maintain the distinctive character of the school it is important that we monitor the religious balance of the school and therefore the religious affiliation/community background (Protestant, Catholic or Other/None) of a pupil will be determined by one of the following methods:

1. For parents/guardians applying for a place via the Education Authority’s **online application** you will be prompted to and must select your child’s religious affiliation when completing the form; or
2. For parents/guardians applying using a **paper application** you must also complete our initial registration form which can be obtained from our school office or you can provide alternative written confirmation to our school. Your Registration Form/written confirmation of religion must be sent directly to our school by Friday 5th February 2021.

The School Board of Governors will strive to maintain a balance of 35% Protestant, 35% Roman Catholic and 30% other religions or those of no religious beliefs. The Board of Governors will monitor religious balance in each academic year.

**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.

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

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 2018 and

1 July 2019 (inclusive);

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

Braidside encourages a commitment to the aims of integrated education.

a. In applying the following criteria, children will be admitted in accordance with the preference for Braidside Integrated Nursery named on the application form i.e. those indicating Braidside as first preference will be admitted before those indicating second preference, second preferences will be admitted before third, and so on.

b. Children who are already attending Braidside Integrated Nursery in the year before their final pre-school year.

c Children who have a sibling attending, or who have attended, Braidside Integrated Primary School or whose sibling is currently attending Braidside Integrated Nursery School.

d. Children who are the first or only child in the family to attend mainstream education.

e. Children whose parents’ home is the closest to the school as measured by driving distance using Google Maps.

Applicants should note that they will be required to produce documents verifying 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’s admissions criteria is stated on the application form or attached to it; including parent’s religion, child’s religion, place in the family and location to suitable school.

**Criteria for children not in their final pre-school year**

Should places remain after the application of the above criteria to children in their final pre-school year; places will be allocated strictly in accordance with chronological age beginning with the eldest child.

Should a vacancy arise our published open enrolment criteria will be applied to select pupils from our waiting list.

**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. Parents are required to provide the school with a copy of their child’s birth certificate and confirmation of address.

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 the above criteria will be applied to select pupils from our waiting list. 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 be automatically added to the list. Please contact the school of you wish for your child’s name to be removed from the list.