

Windmill Integrated Primary School Nursery Unit
30 Old Eglish Road
DUNGANNON
BT71 7BE

Integrated Nursery Unit
No of places: 26 (full-time)

Telephone: (028) 8772 7277
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Session Time: 8.50 am - 1.45 pm

Principal: Mrs Sandra Ferguson BEd (Hons) MEd PQH (NI)
Chair of Board of Governors: Mrs V Kelly

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.

ADMISSIONS CRITERIA

- 1 Children from socially disadvantaged circumstances born between 2 July 2013 and 1 July 2014 (both dates inclusive).

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 not from socially disadvantaged circumstances born between 2 July 2013 and 1 July 2014 (both dates inclusive).
- 3 Children born between 2 July 2014 and 1 July 2015 (both dates inclusive).

If there are more applicants who meet a particular criterion than there are places remaining to be filled the Board of Governors will determine after consideration of the balance of representation within the nursery class of the 2 main communities within Northern Ireland how many children of each main denomination should be admitted from those who meet that particular criterion. The balance between Roman Catholic and Protestant children is at least 40% from each of these denominations.

The Board of Governors will then apply in the order indicated the sub-criteria listed below to those who meet the oversubscribed criterion. The sub-criteria will be applied separately to Roman Catholic, Protestant children and children from other religions or none as appropriate:-

ADMISSIONS SUB-CRITERIA

- (i) Children who have listed Windmill Primary School Nursery Unit as their first preference;
- (ii) Children with brothers/sisters/half-brothers/half-sisters, including those fostered or adopted or children living under a residency order in a family where other child/children of the family are presently enrolled in Windmill Primary School;
- (iii) Children with brothers/sisters/half-brothers/half-sisters, including those fostered or adopted or children living under a residency order in a family where other child/children of the family who previously attended Windmill Primary School Nursery Unit and Windmill Primary School (Primary 1 to Primary 7);
- (iv) Children whose parent/guardian is currently a permanent employee of the school or a member of the Board of Governors;
- (v) Children of parents who have previously completed their education at Windmill Integrated Primary School (Primary 1 to Primary 7);
- (vi) Children who are an eldest child.

Where 2 children have the same date of birth final selection will be on the basis of initial letter of the child's surname (as entered on the Birth Certificate) in order set out below:

ZFXPYJHIADEUQCVWNSTMBGLRKO

The order was determined by a randomised selection of letters of the alphabet.

In the event of surnames beginning with the same initial letter then subsequent letters of the surnames will be used in alphabetical order. In the event of two identical surnames the alphabetical order of the initials of the child's forenames will be used (as entered on the Birth Certificate).

It is requested that parents/guardians seeking admission for their child/children complete **both** the Education Authority's application form and the school's information form. The Board of Governors will use the information on both forms to decide which children should be admitted in the event of oversubscription. If no information is received the candidate will be put in the 'Other' category.

As the application form from the Education Authority does not require parents to state the perceived religious tradition of the child, it is essential to complete the school's Pre-Enrolment Form, as this will enable the committee to ensure that the religious balance is maintained.

Parents are encouraged to complete the school's Pre-Enrolment Form for their child as early as possible prior to their child's entrance to nursery and primary school.

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 and Pre-Enrolment 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. Examples of such information include; whether the child is the eldest child; your child's perceived religion, please see our Pre-Enrolment Form.

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.

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.

To enable the Board of Governors to verify addresses, **all** applicants should provide **any two 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 Licence, 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.

WAITING LIST POLICY

A copy of our waiting list policy can be accessed from the school website – www.windmillips.com