

## Admissions criteria for entry September 2024

Oakgrove Integrated Primary School Nursery Unit  
Rectory Field, 19 Limavady Road  
Derry  
Londonderry BT47 6JY

Grant-Maintained Nursery Unit  
Admissions No: 52 (Part-time)  
Nursery Opening Times – Morning Session: 9:00am – 11:30am  
Afternoon Session: 12:30pm – 3:00pm

Principal: Mrs Ashley Donaghey  
Chair of Board of Governors: Mr Jonathan Gray

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Website: [www.oakgroveschool.co.uk](http://www.oakgroveschool.co.uk)

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

The Board of Governors draws up the admissions criteria and delegates to a Selection Committee consisting of the Principal subject to the final approval of the Board of Governors. The admissions criteria will be reviewed annually by the Selection Committee. 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.

**Open Day:** 30<sup>th</sup> November 2023, 3.00-5.00pm

**Open Week:** 9<sup>th</sup>-12<sup>th</sup> January 2024 (please call to arrange a time to visit)

Oakgrove is a grant maintained integrated co-educational school that intentionally supports, protects, and advances an ethos of diversity, respect and understanding between those of different cultures and religious beliefs and of none, between those of different socio-economic backgrounds and between those of different abilities.

In the application of the admissions criteria set out below, the Board of Governors strives to maintain a balanced enrolment, with a minimum of 35% of pupils from the Protestant tradition, 35% from the Catholic tradition and 30% from all other religious groups, those of no religion and children of parents from a mixed relationship or marriage, (in accordance with the Statement of Principles of the Northern Ireland Council for Integrated Education) and will seek to reflect this in the total number admitted to the school in 2024.

The school will apply the sub criteria to each group (Protestant, Catholic, Other/Non-religious) in line with its aspiration to maintain a balance. In the event that there are insufficient applications from any group, additional places will be considered with those of the remaining categories of that year's applicants.

When considering which children should be selected for admission, the Board of Governors will only take into account information provided via:

1. Information supplied on the application form at the time of application, on or attached/uploaded to the application form for enrolment in a Pre-school. Applicants must complete an online Education Authority Application for enrolment in a Pre-school ([www.eani.org.uk](http://www.eani.org.uk)).
2. Information supplied by the parents/carers on the Oakgrove Expression of Interest Form (EOI) for enrolment into the Nursery Unit. The Oakgrove Expression of Interest Form (EOI) is available to download from the school website, or on request by email or post from the school office. This should be returned by post, email or in person to the school office, for applications received between 9 January to 26 January 2024 this should be received by 31 January 2024 at 4pm.

It is necessary for all applicants to submit both forms. Parents/Carers should therefore ensure that **religious affiliation** and **all information** pertaining to their child and relevant to the school's admissions criteria is stated on the Application/EOI Form. Examples of such information include (whether the child is the first child/has brothers/half-brothers or sisters/half-sisters attending the school etc).

#### 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**.

Updated November 2023

[www.eani.org.uk/admissions](http://www.eani.org.uk/admissions)

### **Admissions criteria to be used in the event of the school being oversubscribed with applications for available places.**

The Board of Governors have determined that, in the event of there being more applicants than places available the following Criteria will be applied, in the order set down, to select children for the available places.

#### **Statutory Criteria**

1. 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.**

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

#### **Sub-Criteria**

If there are more pupils satisfying the last criterion, which can be applied, then selection for the remaining places will be on the basis of the following sub-criteria in the order set down below:

- (i) Children currently enrolled in Oakgrove Nursery Unit.
- (ii) Children who have a child of the family presently enrolled in Oakgrove Integrated Primary School.
- (iii) Children who are the eldest/only child in the family.
- (iv) Other children.

NB: Child of the family includes brother/sister, half-brother/half-sister, adopted or fostered brother/sister living at the same address.

In the event of over-subscription at each stage the above sub- criteria has been applied, then selection for all remaining places will be on the basis of the initial letter of the surname as per the birth certificate in the order set out below:

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

The order was determined by a randomised selection of letters carried out by the governors of the school at a meeting on 13/11/2023.

In the event of surnames beginning with the same letter the subsequent letters of the surnames will be used in alphabetical order. In the event of 2 identical surnames the alphabetical order of the initials 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 2022 (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.

It is important that parent(s)/guardian(s) when submitting the application form include all the relevant supporting information and written evidence that may be needed including the child's birth certificate. If a place is offered on the basis of incorrect or misleading information then the Board of Governors may withdraw the offer. All criteria will apply as at closing date on application form.

**When applying in January, documentation in support of your application should be submitted with your application before 4pm on 31<sup>st</sup> January 2024.**

**At the time of the application, you will be required to provide a copy of:**

- 1) Your child's birth certificate**
- 2) Proof of address for the Parent/Carer**
- 3) Benefit verification in relation to socially disadvantaged circumstances where applicable**

If parents/guardians have any difficulty in completing the form then they should consult the Principal of the school.

### **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.

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.

### **Waiting List Policy**

Should a vacancy arise after 11 June 2024 all applications for admission to the Nursery that were initially refused, new 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 30 June 2025. Your child's name will be automatically added to the waiting list. Please contact the school if you wish for your child's name to be removed from the list.

Parent(s)/Guardian(s) should note that if their child is seeking nursery provision for the 2<sup>nd</sup> year they MUST reapply.