

Barbour Nursery School
73 Ashmount Gardens (Hillhall)
Lisburn
BT27 5BZ

Controlled Nursery School
Admissions No: 52 (Full-time)
Session Times: 9:00am – 1:30pm

Telephone: 028 9260 1796

Principal: Mrs T Cassells M Ed DASE BEd (Hons) (4 days)
& Mrs L Wilson B. Ed. M Ed. PQH LTCL (1 day)

Website: www.barbournurseryschool.co.uk
E-mail: info@barbourns.lisburn.ni.sch.uk

[Please visit our website for a virtual tour of the school](#)

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 an Admissions Sub-Committee, which includes the Principal, the responsibility for applying these criteria.

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 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 7 January 2021 at 12noon (GMT) and an application submitted by the closing date of 29 January 2021 at 12noon (GMT) will be treated as a punctual application. An application received after 12noon (GMT) on 29 January 2021 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.

The Department of Education sets out the admissions criteria (1-2 below) which all pre-school providers must apply when places are being allocated. Therefore parents should pay particular attention to the sub-criteria, which vary from school to school.

The Board of Governors at Barbour Nursery School have drawn up the sub-criteria (a) – (e); these will be used in the order stated if the school is oversubscribed in any of the Department's obligatory criteria, (1-2).

- 1 Children from socially disadvantaged circumstances who were born between 2 July 2017 and 1 July 2018.
- 2 Other children born between 2 July 2017 and 1 July 2018.

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 over-subscription in any of the above criteria, the Board of Governors will admit pupils in accordance with the following sub-criteria in the order stated.

- (a) Children whose parent or grandparent is or has been a permanent employee of the school;
- (b) Children whose parent is or has been a member of the school's Board of Governors;
- (c) Children whose parent(s) have listed Barbour Nursery School as their first preference;
- (d) Children whose brother/sister (half-brother/sister) currently attends the Nursery school or has attended since September 2014 i.e. within the last 7 academic years (please state full name & year under "reason for preference");
- (e) Children on the basis of proximity of their parent(s)/legal guardian(s) home to the school as measured by a straight line using the Ordnance Survey Northern Ireland Distance Measurement Tool (or equivalent).

In the unlikely event of vacancies remaining after the above criteria have been applied, the following criteria will be applied to other applicants.

- 3 Children born between 2 July 2018 and 1 July 2019.

In the event of over-subscription within criterion 3, final selection will be based on eldest first. For those children born on the same day, sub criterion (e) will apply.

Duty to Verify

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 four documents to support their application **directly to the school after their online application**. **Each document should be dated within the last three months from the date that the documents are submitted.**

- 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 (**for date of birth verification only**).

This is in addition to the standard requirement to provide a Birth Certificate in order to demonstrate whether or not a child is of the age stated.

Original documents are required and not facsimiles or photocopies. Original documents will be verified and photocopied by the school at the time of submission.

The provision of false or incorrect information or the failure to provide verifying documents according to the required deadline may result in either the withdrawal of a place or the inability of a nursery school/unit to offer a place.

Please note: all applications must be completed ONLINE: A copy of the school's prospectus is available for collection at the school with further information available on the school's website: www.barbournurseryschool.co.uk

Parents who wish their child to be considered under any particular criterion should include all relevant information on or with the application. E.g. if applying under sub-criteria (c) relating to siblings who previously attended the school, please state the full name and year that the brother/sister attended under the "reason for preference" section.

Waiting List Policy

The school's policy on the consideration of applications after the Open Enrolment procedure concludes (and waiting list) follows the same process as for admissions. Therefore all criteria will be applied in the same order if any places become available throughout the course of the school year.