

Greenwood Primary School Nursery Unit  
436 Upper Newtownards Road  
Belfast  
BT4 3HS

Controlled Nursery Unit  
Admissions No: 52 (Part-time)  
Session Times – Morning Session: 8:45am – 11:15am  
Afternoon Session: 12:15pm – 2:45pm

Telephone: 028 9047 1610

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Principal: Miss Lindy Forster  
Chair of Board of Governors: Mr David Holley

E-mail: [info@greenwoodps.belfast.ni.sch.uk](mailto:info@greenwoodps.belfast.ni.sch.uk)  
Website: [www.greenwoodps.co.uk](http://www.greenwoodps.co.uk)

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### Respective Functions of the Board of Governors and the Principal in relation to admissions.

The Board of Governors has drawn up the school's admissions criteria and has delegated to the principal its function and responsibility in relation to the application of the criteria and the admission of pupils to the school.

### 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.

Should there be more applications than free places available, the following criteria will be applied in order:

- 1 Children from socially disadvantaged circumstances who are in their immediate pre-school year (ie born between 2 July 2018 and 1 July 2019).
- 2 Other children in their immediate pre-school year (dates above).

**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 within criteria 1-2, the following sub-criteria will be applied in the following order:

- a Priority will be given to those who list Greenwood Nursery Unit as first preference.
- b Children who have, living permanently at the same address, a brother/sister, half-brother/half-sister, or other children, who are currently attending Greenwood Primary School (P1 - P3 classes) or who have previously attended Greenwood Primary School (P1 – P3 classes) and are currently attending Strandtown Primary School (Indicate name, year group and dates of attendance).
- c Remaining places will be granted in order of priority determined by the proximity of the child's permanent residence to the school. Distance will be determined by a straight line measurement. Measurement will be generated electronically using the Ordnance Survey website.
- d In the event of a tie children will be selected for admission on the basis of initial letter of surname as entered on a birth certificate in the order set out below:

**B M U G R D S K P C Mac O Y A L F W J O' E N I H Z V Mc T X Q**

This order was determined by random selection.

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 two identical surnames the alphabetical order of the initials of the forenames will be used.

### Penultimate Pre-School Year

- 3 Children born between 2 July 2019 and 1 July 2020.

In the event of over-subscription with criterion 3, final selection will be based on eldest first. Those children born on the same day, sub-criterion c will apply. Should a tie still remain sub-criterion d will apply.

### **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.

The Governors request that all applicants provide the following documentation to the school by 4 February 2022:

An original birth certificate for the child (either long or short)

Any two of the following to verify the child's home address:

A recent bank or building society statement which shows the address at which the child is resident

A recent utility bill (electricity, gas, television licence or phone) which shows the address at which the child is resident

A recent letter awarding child benefit to the child or another recent letter relating to this benefit

A recent financial statement such as ISA, pension or endowment showing the address at which the child is resident

Driving Licence for parent/guardian showing the address at which the child is resident

A recent addressed payslip showing the address at which the child is resident

A recent mortgage or rental document showing the address at which the child is resident

A recent Land and Property Services rate demand showing the address at which the child is resident

Recent documents are defined as being within the last 6 months, with the exception of mortgage or land property documents where within the last year is accepted.

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 after 16 June 2022 all applications for admission to Greenwood Nursery Unit, 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 31 August 2022.

Parents must inform the school in writing if they wish their child's name to be placed on the waiting list for any place which becomes available after 1 September 2022. The published criteria will then be applied to fill a vacancy within the school's admission number. This waiting list will be in place until 30 June 2023.

The school will contact you in writing if your child gains a place in the school by this method.

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. Examples of such information include whether the child has brothers or sisters attending the school.