

Drumnamoe Nursery School  
Levin Road  
Lurgan  
Craigavon BT67 9EU

Maintained Nursery School  
Admissions No: 52 (Full-time), 52 (Part-time)  
Full-time Session (52): 8.45am – 1.15pm  
Part-time Morning Session (26): 8.45am – 11:15am  
Part-time Afternoon Session (26): 12:00pm – 2:30pm

Mid-day meal available (full-time only)

Principal: Mrs Emma McDonald, B.Ed. (Hons), Pg. Dip.  
Chair of Board of Governors: Mr Brendan Headley

Telephone: 028 3832 9384  
E-mail: [emcdonald122@c2kni.net](mailto:emcdonald122@c2kni.net)

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## 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 responsibility for applying these criteria to an Admissions Sub-Committee who will apply the admissions criteria in the order indicated below to identify which children are to be admitted. 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. The criteria will be applied separately to applicants for full-time and part-time places. Please note that Drumnamoe Nursery School offer both Full-time and Part-time places. If you wish to be considered for a place in either or both of these sessions, you must select both Full-time and Part-time on your application in order of preference. Children already enrolled in 2023-2024 MUST reapply for a place.

## 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.

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

## 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).

## Admissions Sub-Criteria

In the event of oversubscription within any of the above criteria the children to be selected for admission will be identified by applying the following sub- criteria, as applied in the order below :-

- (i) Children in their final pre-school year (as defined by criterion 1 above) who have listed Drumnamoe as their first preference.
- (ii) Applicants who are a Child Looked After, defined by Children (NI) Order 1995 as "children who are in care of a Trust or who are provided with accommodation by the Trust".
- (iii) a randomised selection basis as follows:

## Admissions criteria for entry September 2024

A list of applicants will be provided to the school by the EA. Using that list, each applicant will be allocated a number in ascending order, i.e. the applicant at the top of the list will be allocated number 1, the next applicant, number 2 and so on until all applicants have a number. The random number generator on Random.org will be used to select numbers from the above list. An applicant whose number is generated will be allocated a place in school. This method will be used until the remaining full time places have been allocated.

It will also be used in the event of over subscription of part-time places for target aged children. The random selection will be carried out by the Sub-Committee of the Board of Governors, which will include the Principal.

(In the case of twins/multiple births, these applications will be treated as one application in the number allocation process). The only documentation required is an original Birth Certificate in order to verify the age of a child.

### 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 2021 (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

The places will be allocated according to chronological age, beginning with the oldest.

Where two or more children have the same date of birth (except twins or multiple births) final selection will be on the basis of the alphabetical order of the surnames. If two or more children have the same surname the alphabetical order of the first forename will be used and if required thereafter subsequent forenames. Should these criteria not determine a place, the randomised selection method as defined in the Admissions Sub-Criteria, paragraph (ii) will be used.

#### 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.

#### Waiting List Policy

The Board of Governors of Drumnamoe Nursery School operates a waiting list of those children who do not get placement. Should a vacancy arise after issue of placement letters, all applications for admission that were initially refused, new applications, late applications and applications where new information had been provided, will be treated equally and the published criteria applied. The waiting list will be in place until the end of the academic year.