

St Joseph's Primary School Nursery Unit  
28 Convent Hill  
Bessbrook  
Newry BT35 7AW

Principal: Mrs Frances Hannaway  
Chair of Board of Governors: Mrs. Roisin Ward

Maintained Nursery Unit  
Admissions No: 52 (Full-time)  
Session Times: 9:00am – 1:30pm  
A mid-day meal is available for pupils

Telephone: 028 3083 0356  
E-mail: [info@stjosephs.bessbrook.ni.sch.uk](mailto:info@stjosephs.bessbrook.ni.sch.uk)

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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 initial application of admissions criteria to the school Principal. Any reference herein to the term the Board of Governors includes the Principal appointed by the Board of Governors for the purposes of applying the admissions 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](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.

**All documentation relevant to your application must be provided before 31 January 2024 at 4pm. Any information received after this date will not be considered until Stage 2 of the admission process.** When considering which children should be selected for admission, the Admissions Sub-Committee will only take into account information which is detailed on the application form. It is important that parent(s)/guardian(s), when submitting the application form, provide all relevant supporting information and written evidence that may be needed as per the published admissions criteria including the child's birth certificate.

Examples of such information include any special educational needs their child has, whether the child is the eldest in the family or if brothers/sisters, half-brother(s)/half-sister(s) are presently enrolled or have previously been enrolled in the school.

### Admissions Criteria:

#### 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.

Within Criterion 1 preference will be given firstly to children who reside in the \*Parish of Lower Killeavy.

**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).

Within Criterion 2 preference will be given firstly to children who reside in the \*Parish of Lower Killeavy in the traditional catchment area of St. Joseph's P.S, then to other children who reside in the \*Parish of Lower Killeavy and then to other children.

### Admissions Sub-Criteria

In the event of more pupils satisfying the last criterion which can be applied in the order of priority set down above then selection for the remaining places will be on the basis of the following sub-criteria:-

- (i) Children who reside in the \*Parish of Lower Killeavy and have a child of the family currently enrolled in St Joseph's Primary School and Nursery Unit
- (ii) Other children who have a child of the family currently enrolled in St Joseph's Primary School and Nursery Unit;
- (iii) Other children who reside in the \*Parish of Lower Killeavy in the Traditional Catchment Area of St. Joseph's PS and NU
- (iv) Other children who reside in the \*Parish of Lower Killeavy; in areas other than the traditional catchment area of St. Joseph's Primary School and Nursery Unit and for whom St. Joseph's Primary School and Nursery Unit is their first choice
- (v) Children who have exceptional home circumstances considered in the following order:-
  - a) a child who has one or both parents deceased;
  - b) a child whose parent has a serious long-term illness/serious physical disability; (medical evidence required);
  - c) children who are twins (or other multiple births);
  - d) a child from a family of three or more pre-school age children;
  - e) a child whose younger sibling has a serious long-term illness/serious physical disability; (medical evidence required).The special circumstances must be made known at the time of application. The Board of Governors reserves the right to seek confirmation of the special circumstances from a statutory body and will, where appropriate, make a decision on the basis of the received advice;
- (vi) A child who is a 'Looked After Child' (LAC) by definition of the local Health & Care Trust;
- (vii) Other children.

If oversubscribed after the above criteria has been applied, then selection will be on the basis of chronological age starting with the oldest. Where two or more children have the same date of birth (except twins or other multiple births) final selection will be on the basis of initial letters of surname (as entered on Birth Certificate) in the order set out below:

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

This order was determined by a randomised selection of letters.

RANDOM.ORG IP: 2a00:23c4:d911:4601:f113:ce9c:19b3:b517

Timestamp: 2023-11-11 12:02:55 UTC

In the event of surnames beginning with the same initial letter, 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, and if necessary the subsequent letters of the forename.

### 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 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

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 date of birth the above random selection of letters will be used.

### Documents Required by St Joseph's

#### Address Verification – If applying in January these documents must be submitted by 4pm on 31 January 2024.

Applicants should note that information 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 the following documents with their application:

Upon application the school **will require** verification of addresses and age:

#### Any one of the following documents can be used to verify age:

- Child's Birth Certificate (preferable );
- Letter awarding Child Benefit to the child or another letter relating to this benefit;
- Child's Medical Card;
- Child's passport;
- Child's adoption certificate.

#### Any two of the following documents can be used to verify home address of child:

- Bank or building society statement;
- Utility bill (for instance Electricity, Gas, Television Licence, Telephone);
- Addressed payslip;
- Letter awarding Child Benefit to the child or another letter relating to this benefit;
- Mortgage statement;
- Land and Property Services rates demand.
- Financial statement such as ISA, Pension or Endowment.
- Current Driving Licence;
- Rental agreement

### 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

Should a vacancy arise after the offer of places, any applications that were initially refused, will be placed in accordance with published criteria. This waiting list will be in place until the end of the academic year.

The school will contact you in writing if your child is to be offered a place by this process.

Your child's name will automatically be added to the waiting list. Please contact the school should your child gain a place in another pre-school setting or that you want your child removed from the list.

### Note

It is expected that all children will be toilet trained by the time of admission. If parents feel there may be difficulties with this, they should contact the Principal.