

Windmill Integrated Primary School Nursery Unit  
30 Old Eglis Road  
Dungannon  
BT71 7BE

Integrated Nursery Unit  
Admissions No: 26 (Full-time)  
Session Times: 8:50am – 1:45pm

Principal: Mrs Sandra Ferguson BEd (Hons) MEd PQH (NI)  
Chair of Board of Governors: Mr R Falls

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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 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](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 2023 at 12noon (GMT) and an application submitted by the closing date of 27 January 2023 at 12noon (GMT) will be treated as a punctual application. An application received after 12noon (GMT) on 27 January 2023 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.

### Statutory Criteria

1. Children from socially disadvantaged circumstances in their final pre-school year who were born:
  - on or between 2 July 2019 and 1 July 2020 (inclusive) and whose parents have not exercised their right to defer their child's entry to primary school; or,
  - on or between 1 April 2019 and 1 July 2019 (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 2024.

**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).

If there are more applicants who meet a particular criterion than there are places remaining to be filled the Board of Governors will determine after consideration of the balance of representation within the nursery class of the 2 main communities within Northern Ireland how many children of each main denomination should be admitted from those who meet that particular criterion. The balance between Roman Catholic and Protestant children is at least 40% from each of these denominations.

It is requested that parents/guardians seeking admission for their child/children complete the Education Authority's online application form. If no information is received the candidate will be put in the 'Other' category.

The Board of Governors will then apply in the order indicated the sub-criteria listed below to those who meet the oversubscribed criterion. The sub-criteria will be applied separately to Roman Catholic, Protestant children and children from other religions or none as appropriate:-

### Admissions Sub-Criteria

- (i) Children with brothers/sisters/half-brothers/half-sisters, including those fostered or adopted or children living under a residency order in a family where other child/children of the family are presently enrolled in Windmill Primary School or children who have a sibling making an application to the primary school in the same year;
- (ii) Children with brothers/sisters/half-brothers/half-sisters, including those fostered or adopted or children living under a residency order in a family where other child/children of the family who previously attended Windmill Primary School Nursery Unit and Windmill Primary School (Primary 1 to Primary 7);
- (iii) Children whose parent/guardian is currently a permanent employee of the school;

- (iv) Children of parents who have previously completed their education at Windmill Integrated Primary School (Primary 1 to Primary 7);
- (v) Eldest child in the family.

In the event of oversubscription within the last criterion which can be applied then selection for all places remaining in this category will be on the basis of initial letter of the child's surname (as entered on the birth certificate) in the order set out below:

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

The order was determined by a random selection of letters of the alphabet.

In the event of surnames beginning with the same initial letter then subsequent letters of the surnames will be used in alphabetical order. In the event of two identical surnames the alphabetical order of the initials of the child's forenames will be used (as entered on the Birth Certificate). *In the event of children having exactly the same full name the school will apply the age tie breaker. This criterion prioritises applicants by age (eldest) established by date-of-birth as entered on a birth certificate.*

### 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 1and 2) applications.**

#### 3. Children who were born:

- on or between 1 April 2019 - 1 July 2019 (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 2020 and 1 July 2021 (inclusive); 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 that child's parent has completed a request to defer their child starting P1 until September 2025.

#### 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.

When considering which children should be selected for admission, the Board of Governors will only take into account information which is detailed on the Education Authority's online 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 is the eldest child; your child's perceived religion.

The Board of Governors of an integrated school must use its best endeavours, in exercising its functions under the Education Orders, to ensure that the management, control and ethos of the school such as are likely to attract to the school reasonable numbers of both Protestant and Roman Catholic pupils. The collection and processing of information regarding the religious/perceived community background of children set out above is necessary in order for the Board of Governors of an integrated school to carry out its statutory functions and fulfil its public task.

#### 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.

To enable the Board of Governors to verify addresses, all applicants should provide any two of the following four documents:

- 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;

## Admissions criteria for entry September 2023

- the child's Medical Card.

### **Waiting List Policy**

A copy of our waiting list policy can be accessed from the school website – [www.windmillips.com](http://www.windmillips.com)