



Rathcoole Primary School and Nursery Unit

Admissions Policy

Date reviewed	June 2020
Next review date	June 2021

Chair of Board of Governors	Roy Rainey	<i>R Rainey</i>
Principal	Emma Quinn	<i>E Quinn</i>

Rationale

It is the responsibility of the Principal and Board of Governors to ensure that all Education Authority guidelines for admission to the Nursery Unit & Primary School are followed.

Our role is to ensure that on admission to both the Nursery Unit & Primary School, that the children settle in a safe and caring community led school in which all pupils will grow and succeed.

Aims

In Rathcoole Primary School and Nursery Unit we will ensure that:

- Procedures for admission as outlined in the EA's open enrolment booklet are strictly adhered to.
- Opportunities are provided to raise parents' awareness of the principles and aims of education and its relevance to the development of their child.
- All children will settle well and be happy participating in the life of the school.

Motto

**At Rathcoole Primary School and Nursery, we believe
that we are all what nature and nurture have made us.
Our school motto is 'Nurture, Inspire, Flourish'**



Admissions to Nursery

- Children will be allocated a nursery place by applying the criteria as set out in the EA's open enrolment booklet.
- Admissions Criteria to be used in the event of the Nursery Unit being oversubscribed are listed below in order of priority.

The statutory criteria set out in the Enrolment Booklet will be applied to all valid applications received on the official application form. The criteria will be applied according to the procedures detailed in the Enrolment Booklet.

Admissions criteria to be used in the event of the school being oversubscribed.

The criteria are listed in order of priority.

Children will be admitted according to the following statutory criteria:

1. Children from socially disadvantaged circumstances in their final pre-school year i.e. born between 2 July 2016 and 1 July 2017 (inclusive);
2. Children not falling within sub-paragraph (1) in their final pre-school year;

and who at the time of their proposed admission will not have a pre-school education place, whether full-time or part-time, at another school or any other premises.

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 have their Benefit Verification stamped by the Social Security /Jobs and Benefits Office to confirm that they are in receipt of a qualifying payment.

Sub-criteria

In the event of oversubscription on the application of a statutory criterion the sub-criteria will be applied in the order set down.

- a. Preference will be given to those children whose application form names Rathcoole Nursery Unit as first preference over those who have named Rathcoole Nursery Unit as second preference and second preference will be admitted before third preference etc.
- b. Children of permanent employees in the school.
- c. Children who have siblings (brother, sister or half-brother/sister) attending Rathcoole Primary School.
- d. Children who live nearest to the school as decided by a straight line digital measurement from the centre of their normal residence to the front door of Rathcoole Primary School. Rathcoole Primary School will use the NI Portal for Geographical Information (GI) decision making tool, Spatial NI to determine distances.
- e. In the event of all places not being filled by children in the age group the remaining places will be offered to underage children according to chronological age beginning with the eldest.

Admissions to Primary School

Admissions criteria to be used in the event of the school being oversubscribed.

The criteria are listed in order of priority.

1. Children who are resident in Northern Ireland at the time of their proposed admission.
2. Children of compulsory school age.
3. Children who have siblings (brother, sister or half-brother/sister) attending Rathcoole Primary School, Rathcoole Primary School Nursery Unit.
4. Children who live nearest to the school as decided by a straight line digital measurement from the centre of their normal residence to the front door of Rathcoole Primary School. Rathcoole Primary School will use the NI Portal for Geographical Information (GI) decision making tool, Spatial NI to determine distances.

Waiting List Policy

Should a vacancy arise after placement letters have been issued, all applications for admission to Nursery / Primary 1 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 the end of the academic year. The school will contact parents in writing if a child gains a place in the school by this method. A child's name will be automatically added to the list. Parents should contact the school if they wish for their child to be removed from the list.

Roles and Responsibilities

Principal and Board of Governors

- Review annually the criteria as set out in the EA's preschool & Primary School open enrolment books.
- To ensure that the correct procedures as set out by the EA have been followed.
- To oversee and minute the completion of the open enrolment process.

Senior Clerical Officer

- Undertake all administrative duties pertaining to open enrolment and induction throughout the process e.g. completion of paperwork for the EA, notifying parents of offer of place, reviewing Information Booklets, consent forms etc.
- Retain all records of applications for the following year's intake.

Nursery Teachers and Year 1 Teachers

- In consultation with the principal, arrange and facilitate a welcome / information evening for new parents.
- Establish and maintain a good working relationship with parents, liaising closely with them during the Induction period and beyond.
- Oversee the settling of all children, ensuring they are happy and secure within the nursery / school setting.
- Review questionnaires from parents.
- Review Information Books and any related information.
- Meet with the Special Needs Co-ordinator to review any information pertaining to SEN needs.

Nursery and Classroom Assistants

- Assist the teacher in welcoming new parents to the nursery and school.
- Assist the teacher in settling of children during the induction process.

Induction into Nursery and Primary One : Please refer to Transition Policy