

Holy Trinity Primary School  
Nursery Unit  
Derrin Road  
Cornagrade  
Enniskillen  
BT74 6AZ

Voluntary Maintained  
Admissions No: 52  
Roll: Full-time 52

Nursery Unit Opening Times: 9.00am - 1.30 pm

Tel No: 028 6632 3313  
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Principal: Mr Brian Treacy

Chair of the Board of Governors: Monsignor Peter O'Reilly

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

The Admissions Criteria will be applied by a Selection Committee consisting of the Principal and one other Governor.

Children who are not normally resident in Northern Ireland at the time of proposed admission will not be considered for places until all children in Northern Ireland have been considered.

**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/sisters, half-brothers/half-sisters, foster/adopted brothers/sisters attending or previously attending the school.**

The Board of Governors has determined that, in the event of more applicants than the places available, the following criteria will be applied in the order set down, to select children for the available places.

**Preference will be given to those applications that place Holy Trinity PS Nursery Unit as their 1<sup>st</sup> choice of pre-school provision.**

### Admissions Criteria

#### Statutory Criteria

- 1 **Children from socially disadvantaged circumstances** born between 2 July 2012 and 1 July 2013 who reside in the Parish of Enniskillen.
- 2 **Children from socially disadvantaged circumstances** born between 2 July 2012 and 1 July 2013 who reside within the former traditional boundaries of St Michael's Parish, Enniskillen.
- 3 **Children from socially disadvantaged circumstances** born between 2 July 2012 and 1 July 2013.

***Note: "Children from socially disadvantaged circumstances" means a child whose parent is in receipt of Income Support or Income-based Jobseeker's Allowance or an award of Income Support which has been converted into an Employment and Support Allowance and the level of benefit remains the same. When parents apply for places for their child on this basis they must have their application forms stamped by the Social Security Agency to confirm that they are in receipt of a qualifying payment.***

- 4 Children born between 2 July 2012 and 1 July 2013 whose parent(s)/guardian(s) reside in the Parish of Enniskillen.
- 5 Children born between 2 July 2012 and 1 July 2013 who reside within the former traditional boundaries of St Michael's Parish, Enniskillen.
- 6 Other children born between 2 July 2012 and 1 July 2013.
- 7 Other children born between 2 July 2013 and 1 July 2014.

### 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.

- a) Children with brothers/sisters/half-brothers/half-sisters presently enrolled and / or have been past pupils of Holy Trinity Primary School or the former schools St Michael's/ St Theresa's.
- b) Children whose parent(s)/guardian(s) is/are currently a permanent employee in Holy Trinity Primary/Nursery School.

In the event of over-subscription in the last criterion which can be applied, then selection for all places remaining in this category will be on the basis of the initial letter of surname as per the birth certificate in the order set out below:-

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

The order was determined by a randomised selection of letters of the alphabet. In the event of surnames beginning with the same letter the 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 forenames as printed on the birth certificate will be used, both in ascending order.

**It is important that parent(s)/guardian(s) when submitting the application form give all the relevant supporting information and written evidence that may be needed.** Where applicable, application forms must be appropriately stamped. If a place is offered on the basis of incorrect or misleading information then the Board of Governors may withdraw the offer.

**In completing the application form please ensure that you include all relevant information which fulfills criterion and sub-criterion.** If parents have any difficulty in completing the application form then they should consult the Principal of the school.

### Admissions Criteria after 1 September 2016

The same criteria will be used for applicants after 1 September 2016.

### 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 issue of offers of placement, all applications for admission to the Nursery Unit that were originally 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 2016/2017 school year.

The Nursery Unit will contact you in writing if your child gains a place in the school by this method. Your child's name will be automatically added to the list. Please contact the Nursery Unit if you wish your child's name to be removed from the list.

***Parents should also note that if their child is seeking nursery provision for the 2<sup>nd</sup> year they MUST reapply***