

Cedar Integrated Nursery Unit
29 Kilmore Road
Crossgar
BT30 9HJ

Grant Maintained Integrated Nursery Unit
Admissions No: 26 (Part-time)
Session Times: 9:00am – 11:45am

Principal: Mrs Hilary Crichton
Chair of Board of Governors: Mrs Shemaine Kerr

Telephone: 028 4483 0009

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

The Board of Governors of Cedar Integrated Nursery has drawn up the nursery's admissions criteria. The admissions criteria will be applied by a Selection Committee consisting of the Principal and three Governors.

In accordance with Articles 66(2) and 88 of the Education Reform (NI) Order 1989 the Board of Governors of Cedar Integrated Primary School and Nursery Unit 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.

Open Morning and Evening cancelled due to Covid -19.

Virtual school tours available to view at www.cedarips.co.uk

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 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 **7 January 2021** at 12noon (GMT) and an application submitted by the closing date of **29 January 2021 at 12noon (GMT)** will be treated as a punctual application. An application received after 12noon (GMT) on 29 January 2021 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.

This is a two-part process that requires full completion in order to fulfil the admission criteria for an integrated school.

Part One:

Applicants must complete an Education Authority Application Form for enrolment in the Nursery Unit (for access to the online form visit www.eani.org.uk). It is a matter for the parents/guardians to ensure that they provide all the information required by the School to apply its Criteria on the Application Form.

As an integrated Nursery we strive to achieve a balance between Roman Catholic and Protestant pupils and criteria will be applied to achieve equal numbers of both denominations (40% Protestant and 40% Roman Catholic). A number of pupils from other and non-religious backgrounds will be admitted in a proportion not exceeding 20% of the total admissions in any one year. To fulfil our admissions criteria, it is the responsibility of all parents/guardians to provide information regarding their child's perceived community background. The religious affiliation/community background (Protestant, Catholic or Other/None) of a pupil will be determined by one of the following methods:

- a) For parents/guardians applying for a place via the Education Authority's **online application** you will be prompted to and must select your child's religious affiliation when completing the form;
- b) For parents/guardians applying using a **paper application** you must also complete our school Religious Affiliation Form/Registration Form which can be obtained from our school website or school office or you can provide alternative written confirmation to our school. Your Religious Affiliation Form/Pre-Enrolment Form/written confirmation of religion must be sent directly to our school by 12 noon on 5th February 2021.
- c) If the parents/guardian(s) do not supply this required information, then your child's application will be considered with those from the majority category of that year's applicants. The school will apply sub criteria to each group (Protestant, Catholic, Other/None) in order to achieve reasonable balance. In the event that there are insufficient applications from any group, additional places will be considered with those of the majority category of that year's applicants.

Admissions criteria for entry September 2021

Criteria will be applied to achieve, if possible, equal numbers of Protestant and Roman Catholic pupils i.e. 40% of each denomination. A number of pupils from other and non-religious backgrounds will be admitted in a proportion not exceeding 20% of the total admissions number in any one year. In the event of less than 20% of places being awarded to 'Other' applicants, the balance will be divided equally between Protestant and Catholic applicants. In the event of there being an odd number of places in the excess of places remaining from the allocation to 'Others' the additional place will be allocated to the category having the greater number of applicants.

Part Two:

It is the responsibility of parent/guardian to ensure that any information, which is relevant to the criteria, is included on the Application form or is securely attached to that Form.

Please forward the following documentation to the first preference provider on or before 12 noon on 5th February 2021.

- A copy of the child's Birth Certificate.
- Verifying documentation for eldest child (where applicable).
- Cedar Integrated Registration Form (where applicable).
- A stamped copy of Education Authority Benefit Verification form (where applicable).

In the event that there are more applications than places the following admissions criteria will be applied in the order set down to select applicants:

Statutory Criteria

- 1 Children from socially disadvantaged circumstances who were born between 2 July 2017 and 1 July 2018.
- 2 Other children born between 2 July 2017 and 1 July 2018.

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 provide Benefit Verification to confirm that they are in receipt of a qualifying payment. This should be provided to the Pre-School of first preference and the application procedure for Pre-School will outline how this can be submitted.

Non Statutory Criteria

- 3 Should there be any places remaining after the above criteria have been met, applications will be considered from children born between 2 July 2018 and 1 July 2019, according to chronological age, oldest first. Where two or more children have the same date of birth final selection will be by lot.

Sub-criteria

In the event of over-subscription by application of the above criteria 1-2, preference will be given to children on the basis of the following sub-criteria in the order set down:

- 1
 - (a) Children who have a sibling* already in attendance or previously attended Cedar Integrated Primary School. Names and dates must be provided on the application form.
 - (b) Children who, at the date of their application are the eldest child of the family to be eligible to apply for admission to the nursery.
 - (c) In the event of a tie still remaining, selection will be on the basis of initial letter of surname in the order set out below. The surname used will be as registered on the birth certificate or as subsequently legally changed and documented.

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The order was determined by a random selection of letters agreed by the Board of Governors 25th June 2020 and will change annually. In the event of surnames beginning with the same initial letter, the subsequent letters of the surname will be used in alphabetical order. In the event of two identical surnames, the alphabetical order of forenames will be used.

Notes

It is the parent's responsibility to ensure that all information, which is relevant to the admissions criteria, is included on the statutory application form.

Nursery pupils wishing to attend Cedar Integrated Primary do not automatically transfer and parents must make a separate application in January of the year in which their children are due to start Year 1.

In accordance with the 1998 Education Northern Ireland Order (Article 32:4), Cedar Integrated Primary School and Nursery Unit has been directed to select for admission all children resident in Northern Ireland at the time of their proposed admission to school before any child not so resident may be selected for admission.

*The term "sibling" refers to brother/sister or half-brother/sister or step-brother/sister or adopted or foster brother/ sister living permanently at the same address.

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 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.

Parents who are stating that a child is the eldest in the family should provide a letter of verification to support this claim. The letter of verification should be from a person who holds one of the following positions in the community:

- Medical Practitioner
- Solicitor
- Member of the clergy
- School Principal

Waiting List Policy

The school's policy on the consideration of applications after the Open Enrolment procedure concludes is available directly from the school.

Should a vacancy arise, the above criteria will be applied to select pupils from our waiting list.