



Ballygawley Early Years Playgroup

Admissions Policy September 2023

Places funded by the Pre-school Education Expansion Programme will be allocated to children in their final pre-school year who are resident in Northern Ireland at the time of their proposed admission.

Admissions Criteria

Funded places will be allocated in the following order:

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).

Admissions Sub-Criteria

In the event of oversubscription within any of the above criteria, children will be selected for admission using the following sub-criteria agreed by the setting's Management Committee:-



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- (i) Children whose parent(s) or guardian(s) are currently a permanent employee in the playgroup or has been an active committee member for a total of 3 years attending at least 75% of the meetings; or is a member of the current committee having attended at least 75% of the meetings in the previous academic year.
- (ii) Children with a sibling(s) who previously attended the playgroup or who are the eldest child of the family;
- (iii) Children with special educational or developmental needs, whose application is supported by an appropriate professional;
- (iv) Children for whom Ballygawley Early Years is the nearest pre-school setting (as measured by road using Google Maps);
- (v) Final selection for admission will be on the basis of initial letter of their surname (as entered on Birth Certificate) in the order set out below:-

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

This order was determined by randomised selection of letters.

In the event of surnames beginning with the same letter the subsequent letters of the surname will be used. In the event of two identical surnames the alphabetical order of the initials of the forenames will be used. In the event of two children having identical first and surnames, random selection will be used to allocate places.

Sub-criterion (v) will also be used as a deciding factor in the event of oversubscription occurring when sub-criterion (i) to (iv) is applied.

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 Criteria 1 and 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.



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Tie Breaker – Non-Statutory Criterion 3

In the event of oversubscription on the application of the above criteria the sub-criteria will be applied to select children falling under criterion 3.

The allocation of a place in either a morning or afternoon session is in accordance with the established sub-criteria agreed by the Management Committee.

The above arrangements do not apply to fee-paying places. Parents interested in obtaining a fee-paying place for their child in the playgroup should contact the playgroup leader directly.

Duty to Verify

The Management Committee 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 Management Committee 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

Any child not allocated a place on initial allocation, will be placed on a waiting list with the order determined using the above sub-criteria. Any new applications or late applications will be offered a place only after those children initially refused on initial intake, have been granted a place or declined this offer.

This policy was adapted at a meeting of our playgroup held on the 30th May 2023.



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Monitoring

This policy will be reviewed annually by the management team to ensure it remains fit for purpose.

This policy was reviewed by the Ballygawley Early Years Management Committee on:

Date: 10/06/2023

Signed:
(on behalf of the Management Committee)

Name and Position: Caroline Buchanan, Chairperson
Reviewed on:

Date: Signed:..... Position:.....

Date: Signed:..... Position:.....

Date: Signed:..... Position:.....