

# Admissions criteria for entry September 2025

Portadown Integrated Primary School Nursery Unit  
1 Kernan Road  
Portadown

Integrated Nursery Unit  
Admissions No: 52 (Full time)  
Session Times: 8:50am – 1:20pm  
A mid day meal will be available  
Telephone: 028 3835 0754

Principal: Mr F Magee  
Chair of Board of Governors: Mr Michael Hogg  
Open Day: 16<sup>th</sup> December 2024 3.00-6.00pm  
Open Week: 6th - 10th January 2025 (Please call to arrange a time to visit)

**E-mail:** [info@pipsonline.co.uk](mailto:info@pipsonline.co.uk)  
**Website:** [www.pipsonline.co.uk](http://www.pipsonline.co.uk)

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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. Any reference herein to the term the Board of Governors includes any Sub-Committee appointed by the Board of Governors for the purposes of applying the admissions 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 2025 at 12noon (GMT) and an application submitted by the closing date of 24 January 2025 at 12noon (GMT) will be treated as a punctual application. An application received after 12noon (GMT) on 24 January 2025 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.

The fundamental criterion is the maintenance of a reasonable balance between Catholics and Protestants as determined by the Board of Governors. In reaching the number to be admitted in each year from each section of the community the Board of Governors will take account of the Statement of Principles set out by the Northern Ireland Council for Integrated Education. For Portadown Integrated Nursery School this will mean that we aspire to accept an intake of 35% Protestant, 35% Catholic and 30% from all other religious groups, those of no religion and children of parents from a mixed relationship or marriage.

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 online form.

or

b) If the parents/guardians do not supply this information then the child's application will be considered with those from the majority category of that year's applicants.

## Admissions criteria to be used in the event of the school being oversubscribed. The criteria are listed in order of priority.

### Statutory Criteria

#### Statutory Criteria

1. Children from socially disadvantaged circumstances in their final pre-school year who were born:

- on or between 2 July 2021 and 1 July 2022 (inclusive) and whose parents have not exercised their right to defer their child's entry to primary school; or,
- on or between 1 April 2021 and 1 July 2021 (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 2026.

**Note:** Children from 'socially disadvantaged circumstances' means a child whose parent has an entitlement to (i) Income

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**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 occurring within any of the criteria the following sub-criteria will be applied by the Admissions Committee in the indicated order to identify which children are to be admitted:-

- i. Looked after children (LAC), defined by the Children NI Order 1995 as children who are in the care of a Trust or who are provided with accommodation by the Trust.
- ii. Children whose brothers or sisters, half-brothers/half-sisters previously attended or will be in attendance in Portadown Integrated Primary School in September 2025;
- iii. Children of parents/guardians who have selected Portadown Integrated Nursery as their first choice provider;
- iv. Children who are the eldest in their family;
- v. Children who the Board of Governors considers have special circumstances. Evidence of how special circumstances have impacted on the decision to apply for a place at Portadown Integrated Nursery must be provided at the time of application. Further evidence of special circumstances may be requested by the Board of Governors in situations where clarification is necessary:-

Special circumstances which in this case will mean:-

- a. A child whose parent/parents are deceased;
- b. A child whose parent has a serious long-term illness;
- c. Children who have had to move location for security reasons.

Priority will be given to (a) then (b) then (c).

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 initial letter of the surname determined by a randomised selection of letters in the order set out below:

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

The school will apply sub criteria to each group (Protestant, Catholic, Other) 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.

### 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 1 and 2) applications.**

3. Children who were born:

- on or between 1 April 2021 - 1 July 2021 (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 2022 and 1 July 2023 (inclusive); or,
- on or between 1 April 2022 and 1 July 2022 (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 2027.

### **Tie Breaker – Non Statutory Criterion 3**

Where places are available children in the above age group will be admitted as follows:

- after the maintenance of a reasonable balance of the traditions has been established the sole criterion will be chronological age starting with the oldest.
- In the event of two or more children having the same DOB the above random selection of letters will be used.

### **Duty to Verify**

The Board of Governors reserves the right to require supplementary evidence as it may determine to support or verify information on any application form.

The provision of false or incorrect information or the failure to provide information within the deadlines set by pre-schools can result in the withdrawal of a place and the inability to offer a place on the part of any pre-school nominated on the applicant's application form.

### **Waiting List Policy**

Should a vacancy arise after 10 June 2025 all applications for admission to the nursery 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 you in writing if your child gets a place in the school by this method.

Your child's name will automatically be added to the list. Please contact the school if you wish your child's name to be removed from the list.