

## Admissions criteria for entry September 2025

St Luke's Nursery School  
Glasvey Drive  
Twinbrook  
Belfast BT17 0DB

Maintained Nursery School  
Admissions No: 52 (Full-time)  
Session Times: 9:00am – 1:30pm

Principal: Mrs Cathy Cassidy B.Ed.Hons PQH (NI)  
Chair of Board of Governors: Mrs Elizabeth Wilson

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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 three Governors, subject to the final approval of the Board of Governors. If parent(s)/guardian(s) have any difficulty in completing the form, please consult the Principal.

### 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.

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

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

### Statutory Criteria

1. Children from socially disadvantaged circumstances in their final pre-school year **who reside in St Luke's Parish\*** 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.

**\*See Note 'Address Verification'**

2. Children from socially disadvantaged circumstances (as defined above) **who reside outside St Luke's Parish** who are in their final pre-school year (as defined by Criterion 1).

**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.**

3. Children born between 2 July 2021 and 1 July 2022 whose parent(s)/guardian(s) reside in the area of St. Luke's Parish\*.
- 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.

**\*See Note 'Address Verification'**

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### 4. Other children born between 2 July 2021 and 1 July 2022.

- 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.

### Sub-Criteria

In the event of over subscription, after the above 1-4 have been applied, the following sub-criteria will be applied:

- (a) Priority will be given to children whose parents have listed St Luke's Nursery School as their first preference, followed by second preference and so on.
- (b) Children/family of staff currently employed or serving members of the Board of Governors in St. Luke's Nursery School.
- (c) Children whose sibling currently/previously attended St. Luke's Nursery School. (Documentation required).
- (d) Children whose brother/sister, half-brother/half-sister is presently enrolled in Holy Evangelists' Primary School.
- (e) Children whose parent, brother or sister is a past pupil of St. Mark's, St Luke's or Holy Evangelists' Primary School.
- (f) Only child in the family.

If there are more children satisfying 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:-

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

### Non-statutory criteria

Note: Applications falling under Criterion 5 are processed only during Stage 2 of the admissions process, after final pre-school year (Statutory 1,2,3 and 4) applications.

### 5. 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 5

Children within Criterion 5 will be selected in Chronological Order of Age – eldest child first. In the event of two or more children having the same DOB the above random selection of letters will be used.

### Address Verification – If applying in January These documents must be submitted by 4pm on 29 January 2025

Applicants should note that information contained within an application qualifies it for admission, then that address will be verified. To enable the Board of Governors to verify addresses, all applicants should provide any two of the three following documents with their application:

- a bank or building society statement which shows the address at which the child is resident;
- a utility bill (for instance, electricity, gas, Television Licence, telephone) which shows the address at which the child is resident;
- a letter awarding Child Benefit to the child or another letter relating to this benefit;

#This is in addition to the standard requirement to provide a Birth Certificate in order to demonstrate whether or not a child is of the age stated.

### 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.

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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**

The waiting list policy can be obtained directly from the School.