

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 Sonya Carter

Telephone: 028 4483 0009

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### **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.

Instead of an Open Evening or Morning, we are asking prospective families to make an appointment to visit the school at a time that is convenient for them. This tour could be during the day to see the normal workings of the school or the early evening. Please contact the school on 0284483009 to arrange a convenient time to visit the school. Our virtual school tour is available to view at [www.cedarips.co.uk](http://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](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.

**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](http://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 4pm on 29<sup>th</sup> January 2025.
- 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.

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 provide the following documentation on or before 4pm on 29<sup>th</sup> January 2025.

- A copy of the child's Birth Certificate.
- Verifying documentation for eldest child (where applicable).
- Cedar Integrated Registration Form (Paper applications only).
- Benefit Verification (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 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 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).

### 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:

- (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(s) 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.

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

The order of the letters, where a random selection of letters is used to distinguish between applicants, was agreed by the Board of Governors on 25 September 2024 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.

## 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 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 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 to be born on or between those dates but were born earlier; and that child's parents has completed a request to defer their child starting P1 until September 2027.

## Tie Breaker – Non Statutory Criterion 3

Children within Criterion 3 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.

Priority will be given to children resident in Northern Ireland at the time of their proposed admission to the school before those who are not so resident.

## Notes

It is the parent's responsibility to ensure that all information, which is relevant to the admissions criteria, is provided with the 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 definition of sibling is as defined in DE Circular 2023/13, which was last revised 23.10.23.

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

## 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.

## 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.