

Hazelwood Integrated Primary School Nursery Unit
242 Whitewell Road
Newtownabbey
BT36 7EN

Grant Maintained Nursery Unit
Admissions No: 52 (Full-time)
Session Times: 9:00am – 2:00pm

Telephone: 028 9077 0421

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E-mail: Hazelwoodips@gmail.com

Website: www.hazelwoodips.co.uk

Principal: Mrs P Murtagh
Chair of Board of Governors: Drennan McBride
Lead Teacher: Mrs P Douglas

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

The Board of Governors has drawn up the school's admissions criteria and has delegated to the principal its function and responsibility in relation to the application of the criteria and the admission of pupils to the school.

Admissions Criteria

We are committed to maintaining our religious balance. The criteria set out below will be applied to applicants from Roman Catholic, Protestant/other Christian backgrounds. We will reserve 20% of places for others who may be from a 'mixed' tradition background, from a different religious/ethnic grouping or from those of no religious affiliation.

In order to establish this balance it is therefore essential that all parents who seek a place for their child complete our Pupil Information Form to indicate in which category their son/daughter is to be included. This form is available from the school office.

When considering which children should be selected for admission, the Board of Governors will only take into account information which is detailed on or attached to the application form/Pupil Information Form. Parents should therefore ensure that all information pertaining to their child and relevant to the school's admissions criteria is stated on the application form or on the paperwork which is submitted to the school - eg eldest child/has brothers or sisters attending the school. As the application process is an on-line procedure such paperwork, including verification documents, should be submitted to the school by February 8th 2019.

In the event of the Nursery being over-subscribed the following criteria will be applied in the order set out below:

- 1 Children born between 2 July 2015 and 1 July 2016 whose parent(s)/guardian(s) are from socially disadvantaged circumstances.
- 2 Children born between 2 July 2015 and 1 July 2016.

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 have their Benefit Verification stamped by the Social Security/Jobs and Benefits Office to confirm that they are in receipt of a qualifying payment. This should then be sent by the parent directly to the provider of first preference.

Sub-criteria

In the event of the Nursery being oversubscribed using any of the above criteria, the following sub-criteria will be applied in the order set out below:-

- (i) Parents who have chosen Hazelwood Nursery as their first choice.
- (ii) Children who have a sibling/half-sibling or foster sibling, living in the same home, who currently attends Hazelwood Integrated Primary or Nursery School or who will attend in September. (Indicate name and dates of attendance)
- (iii) Eldest child in the family.
The verifying letter must state that the child is the eldest child and that the family are known to the verifier. It must be written on headed notepaper, and submitted to the school and signed by one of the following who is not a member of the applicant's family:
 - A medical practitioner
 - A solicitor
 - A clergyman or equivalent
 - A preschool/private daycare provider
- (iv) Siblings of past pupils of Hazelwood Integrated Primary within the last seven years. (Indicate name and dates of attendance).
- (v) Parents who have demonstrated a commitment to integrated education in the following way:
 - (a) Children of past pupils of Hazelwood Integrated Primary (Indicate name and years of attendance)
 - (b) Siblings of children who currently attend Hazelwood Integrated College. (Indicate name and year group)

If over-subscribed in any of the above sub-criteria, taken in order, final selection will be on the basis of the initial letter of the surname in the order set down below. The surname used will be as registered on the birth certificate or as subsequently legally changed and documented.

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

The order was determined by random selection.

In the event of surnames with the same initial letter the subsequent letter of the surname will be used in alphabetical order. In the event of two identical surnames the alphabetical order of the initial letter of the first forename as registered on the birth certificate will be used. In the event of first forenames beginning with the same letter the subsequent letters of the forename will be used.

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 applicant's 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

Children who are unsuccessful in this admissions process will have their name automatically placed on a waiting list in line with the ordered criteria and randomized alphabetical order above. Applications received after Thursday 31 January 2019 will be placed at the end of this list. Should a vacancy arise after 11 June 2019 we will contact families on the list in order of placement, (while continuing to maintain our religious balance). Those pupils of parents who applied before 31 January 2019 will be given priority before any late or new applicants or new information received. The above criteria will apply. This waiting list will remain valid until 30 June 2020. Please contact the school if you wish your child's name to be removed from the list.