

Broughshane Primary School Nursery Unit  
Houston Park  
Broughshane  
BT42 4LB

Principal: Mr Richard Topping  
Chair of Board of Governors: Dr Andrew Brown

Controlled Nursery Unit  
Admissions No: 26 (Part-time)  
Session Times: 9:00am – 11:30am

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

The Board of Governors will determine the Admissions Criteria which will be reviewed annually. The criteria will be applied by the Principal on behalf of the Board of Governors.

### 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 07 January 2026 at 12noon (GMT) and an application submitted by the closing date of 21 January 2026 at 12noon (GMT) will be treated as a punctual application. An application received after 12noon (GMT) on 21 January 2026 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.

**Admissions criteria to be used in the event of the school being oversubscribed. Priority will be given to children resident in Northern Ireland at the time of proposed admission.**

**The criteria are listed in order of priority.**

### Statutory Criteria

Children will be admitted in order according to the following:

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

- on or between 2 July 2022 and 1 July 2023 (inclusive) and whose parents have not exercised their right to defer their child's entry to primary school; 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,
  - 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 2027.

**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

If there are more children satisfying the last criterion above, which can be applied, then selection for the remaining places will be on the application of the following sub-criteria in the order set down below:

- Children who are already attending Broughshane Primary School's Nursery Unit.
- Children who have a child of the family (i.e. full/ half/ step/ adopted/ fostered sibling) currently attending, or who have previously attended, or who have been offered a place at Broughshane Primary School or Nursery Unit.
- Children who, at the date of application, are the eldest child of the family to be eligible to apply for admission to Broughshane Primary School Nursery Unit.

d. Children's initial letter of their legal surname in the order set out below:

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

(This order was determined by a computerised random selection of letters)

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 the initials of the forename will be used.

When considering which children should be selected for admission, the Board of Governors will only take into account information which is detailed on the application. Parents should therefore ensure that all documentation submitted in support of their application is sent directly to the school/provider of first preference. Birth certificates continue to be required for all applicants and should also be provided directly to the first preference school/provider.

## 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 2022 - 1 July 2022 (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.
- on or between 2 July 2023 and 1 July 2024 (inclusive); or,
- on or between 1 April 2023 and 1 July 2023 (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 2028.

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.

## Duty to Verify

Applicants should note that they may be required to produce documentation to verify qualifying information contained within their application. Verification of information will only be carried out on information that would qualify the applicant for admission and only for those applicants who qualified for admission on the basis of that information. 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

Should a vacancy arise after the Open Enrolment Admissions procedure concludes (19 May 2026), all applications for admission to the Nursery Unit 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 last day of the following academic year (30 June 2027). The school will contact you in writing if your child gains a place in the school by this method. Your child's name will be automatically added to the list. Please contact the school if you wish for your child's name to be removed from the list.

## Applications and Admissions to Pre-School

Year	Total Applications	Total Admissions
2025/2026*	36	26

**\*The Total Admissions for year 2025/2026 includes all pre-school children admitted to the pre-school including those who have a statement of special educational needs and/or may be attending SPiMS.**

(SPiMS = Specialist Provision in Mainstream School)