

Lough View Integrated Primary School Nursery Unit  
63 Church Road  
Castlereagh  
Belfast BT6 9SA

Grant Maintained Integrated Nursery Unit  
Admissions No: 52 (Part-time)  
Session Times – Morning Session (26): 8:30am – 11:00am  
Afternoon Session (26): 11:30am – 2:00pm

Principal: Mr S Spillane  
Chair of Board of Governors: Mrs S Diver

Telephone: 028 9040 1347  
Fax: 028 9079 8041  
E-mail: [info@loughviewintegrated.belfast.ni.sch.uk](mailto:info@loughviewintegrated.belfast.ni.sch.uk)  
Website: [www.loughviewintegrated.co.uk](http://www.loughviewintegrated.co.uk)

### 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.

### 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 7 January 2021 at 12noon (GMT) and an application submitted by the closing date of 29 January 2021 at 12noon (GMT) will be treated as a punctual application. An application received after 12noon (GMT) on 29 January 2021 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.

In selecting children for admission, children resident in Northern Ireland at the time of their proposed admission will be selected for admission to the school before any child not so resident.

As an Integrated nursery and primary school, a key purpose is to educate together children of different religious and cultural traditions. In applying the admissions criteria, the Board of Governors will strive to ensure a balance of 40% Catholic, 40% Protestant and 20% Others (other world religions and children of no religious affiliation). In order to achieve this the school will:

- reserve a maximum of 20% of places for Others;
- allocate the remaining places to an equal number of Catholics and Protestants;
- in the event of under subscription in the Others category, the available places will be split equally between Catholics and Protestants;
- in the event of their being an odd number of excess places remaining from the Others allocation, the additional place will be allocated to the category with the greater number of applicants;
- in the event of there being a shortfall of applicants in the Protestant or Catholic categories, then the balance of places will be allocated to the Others category and then to the remaining category.

Where the number of applicants of any category exceed the number of available places, the following admissions criteria will be applied in the order set down:

#### Statutory Criteria

- 1 Children from socially disadvantaged circumstances\* who were born between 2 July 2017 and 1 July 2018.
- 2 Other children born between 2 July 2017 and 1 July 2018.

**\*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 provide Benefit Verification to confirm that they are in receipt of a qualifying payment. This should be provided to the Pre-School of first preference and the application procedure for Pre-School will outline how this can be submitted.**

#### Non Statutory Criteria

- 3 Children born between 2 July 2018 and 1 July 2019, according to chronological age, oldest first. Where two or more children have the same date of birth final selection will be by lot.

#### Sub-criteria

In the event of over-subscription in any of set criteria 1-2 above, the following sub-criteria will be applied in the order listed:

- (a) Children who currently attend the Nursery and are eligible to attend for a further year.

- (b) Children with a sister/brother, half-sister/brother, stepsister/brother, foster sister/brother currently enrolled at Lough View IPS (Y1-Y7). These applicants will also be given preference over all others for the morning session.
- (c) Children whose siblings have previously attended Lough View in the last seven years. Please name child on the application form.
- (d) Preference will be given to those applicants who nominate Lough View as their first preference.
- (e) Children whose parent(s)/guardian(s) are presently permanent members of the school staff or are serving members of the Board of Governors.
- (f) Children who are the only or eldest in their family eligible for admission. Twins will both be treated as the eldest child.
- (g) Children with a sibling who will be enrolled at Lough View IPS in September 2021 (Y1-Y7).
- (h) Children on the basis of the initial letter of their surname in the order set out below. The surname used will be registered on the birth certificate or as subsequently changed and documented.

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

The order was determined by a randomised selection of letters of the alphabet.

In the event of surnames beginning with the same 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 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.

In the event of a double barrelled surname the first surname will be used for purposes of selection.

### IMPORTANT NOTES

It is the parent's responsibility to ensure that all information, which is relevant to the admission criteria, is included on the statutory application form, **even if it is information already known to the school.**

**Recording your child's perceived religious denomination is particularly important.** Where parents fail to state their child's religious tradition or non-denomination, their application will be allocated to the category with most applicants in that particular 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;

or

- b) For parents/guardians applying using a **paper application** you must also complete our school Religious Affiliation Form/Pre-Enrolment 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 12 noon on Friday 5 February 2021;

***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 of the form.***

In accordance with the 1997 Education Northern Ireland Order (Section 16:4), Lough View School 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.

### 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.**

The Board of Governors of an integrated school 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

## Admissions criteria for entry September 2021

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.

**Nursery pupils DO need to make application to the primary school. They do not automatically transfer.**

### **Allocation of Places to Underage Children**

In the event of places being available for underage children, these will be allocated according to age, with the eldest being given preference.

### **Waiting List Policy**

The Waiting List Policy is available directly from school.