

Admissions criteria for entry September 2026

Ballymagee Primary School Nursery Unit
77 Ashbury Avenue
Bangor
BT19 6ZG

Controlled Nursery Unit
Admissions No: 26 (Full-time)
Session Times: 8:45am – 1:15pm
A mid-day meal is available
Telephone: 028 9147 2324

Principal: Mr P. Totton MEd BA (Hons) PQH (NI) PGCE
Chair of Board of Governors: Mr D Gamble

E-mail: info@ballymagee.org.uk
Website: www.ballymagee.org.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 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 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.

In the event of over-subscription, children will be admitted according to the following criteria, applied in the order set down.

Statutory Criteria

- 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,
 - o 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,
 - o 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

In the event of over-subscription in criteria 1-2, the following sub-criteria will apply in order:

- (a) Children with brother(s)/sister(s)** attending Ballymagee Primary School and Nursery Unit at the time of application.
- (b) Children with a parent/legal guardian employed to work within Ballymagee Primary School and Nursery Unit on a permanent basis.
- (c) Children whose brother(s)/sister(s)** is a former pupil of Ballymagee Primary School and Nursery Unit since or including 2014.
- (d) Other children.

** 'Brother(s)/sister(s)' will be interpreted as: full, half, step, adopted or fostered.

Supplementary Criterion

At the point of over-subscription, in any of the above criteria, the following supplementary criterion will be applied:

- (i) Children whose normal place of residence is closest to the school, as measured in a straight line from the centre of the school to the centre of their home. Distances will be determined on the basis of measurements taken from the OSNI website.

In the event of two or more applications qualifying for the final place on distance, preference will be given to the eldest child.

Non-Statutory Criteria

Note; Applications falling under Criterion 3 are processed only during Stage 2 of the admissions process, and 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,
 - 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 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.

Sub-criteria

In the event of over-subscription in Criterion 3, the following sub-criteria will apply in order:

- (a) Children with brother(s)/sister(s)** attending Ballymagee Primary School and/or Ballymagee Nursery Unit at the time of application.
- (b) Children with a parent/legal guardian employed to work within the school and/or nursery on a permanent basis.
- (c) Children whose brother(s)/sister(s)** is a former pupil of the school since or including 2014.
- (d) Other children.

** 'Brother(s)/sister(s)' will be interpreted as: full, half, step, adopted or fostered.

Supplementary Criterion

At the point of over-subscription, in any of the above criteria, the following supplementary criterion will be applied:

- (i) Children whose normal place of residence is closest to the school, as measured in a straight line from the centre of the school to the centre of their home. Distances will be determined on the basis of measurements taken from the OSNI website. In the event of two or more applications qualifying for the final place on distance, preference will be given to the eldest child.

Address Verification – Applicants applying in January 2026 have until 4pm on 26 January 2026 to submit the information below. 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;

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

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 issue of placement letters 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 end of the academic year.

Your child's name will be automatically added to the list and the school will contact you if your child gains a place in the school by this method. Please contact the school if you wish your child's name to be removed from the list.

Applications and Admissions to Pre-School		
Year	Total Applications	Total Admissions
2025/2026*	53	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)