

Hart Memorial Primary School Nursery Unit
Charles Street
Portadown
Craigavon BT62 4BD

Controlled Nursery Unit
Admissions No: 52 (Full-time)
Session Times: 8:45am – 1:30pm
A mid-day meal is available

Principal: Mr A Frizzell
Chair of Board of Governors: Mrs Heather Mallagh-Cassells

Telephone: 028 3833 2817
E-mail: afrizzell135@c2kni.net

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

The Board of Governors draws up the admissions criteria and in the event of there being more applications than there are places available delegates to the Admissions Committee of the Board of Governors responsibility to apply the admissions criteria in the order indicated below to identify which children are to be admitted either at the beginning of or later in the school year. Any reference herein to the term the Board of Governors includes any Admissions Committee appointed by the Board of Governors for the purposes of applying the admissions 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 7 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.

- 1 Children from socially disadvantaged circumstances, for whom Hart Memorial Nursery Unit is the **Controlled Nursery School/Unit nearest to the child's home**, in their final pre-school year who were born:
 - a. on or between 2 July 2022 and 1 July 2023 (both dates inclusive) whose parents have not exercised their right to defer their child's entry to primary school, and; or
 - b. on or between 1 April 2022 and 1 July 2022 (both dates inclusive) or were due to be born on or between these 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
 - where that child's parent has completed a request to defer their child starting Primary 1 until September 2027.
- 2 Children from socially disadvantaged circumstances, for whom Hart Memorial Nursery Unit is **NOT the Controlled Nursery School/Unit nearest to the child's home**, in their final pre-school year who were born:
 - a. on or between 2 July 2022 and 1 July 2023 (both dates inclusive) whose parents have not exercised their right to defer their child's entry to primary school, and; or
 - b. on or between 1 April 2022 and 1 July 2022 (both dates inclusive) or were due to be born on or between these 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
 - where that child's parent has completed a request to defer their child starting Primary 1 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.

3. Children NOT from socially disadvantaged circumstances, for whom Hart Memorial Nursery Unit is **the Controlled Nursery School/Unit nearest to the child's home**, in their final pre-school year who were born:
 - a. on or between 2 July 2022 and 1 July 2023 (both dates inclusive) whose parents have not exercised their right to defer their child's entry to primary school, and; or
 - b. on or between 1 April 2022 and 1 July 2022 (both dates inclusive) or were due to be born on or between these 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
 - where that child's parent has completed a request to defer their child starting Primary 1 until September 2027.

4. Children NOT from socially disadvantaged circumstances, for whom Hart Memorial Nursery Unit is **NOT the Controlled Nursery School/Unit nearest to the child's home**, in their final pre-school year who were born:
 - a. on or between 2 July 2022 and 1 July 2023 (both dates inclusive) whose parents have not exercised their right to defer their child's entry to primary school, and; or
 - b. on or between 1 April 2022 and 1 July 2022 (both dates inclusive) or were due to be born on or between these 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
 - where that child's parent has completed a request to defer their child starting Primary 1 until September 2027.

Admissions Sub-Criteria

In the event of oversubscription in any of the above criteria children to be selected for submission will be identified by applying the following sub-criteria in the stated order (as below):-

- (i) Children with brother(s)/sister(s), half-brother(s)/half-sister(s) currently attending *Hart Memorial Primary School (this includes those to be enrolled in September 2026);
**Hart Memorial Primary School refers to years P1-P7 and excludes the nursery unit*
- (ii) Children whose parents have listed Hart Memorial Primary School Nursery Unit as their first preference;
- (iii) "Children with special educational needs." This means, for these purposes, a child in their final pre-school year who should be treated as having special educational needs if, in the opinion of the school, they have significantly greater difficulty in learning than the majority of children of their age. Documented evidence from the Health Trust or a medical practitioner will be required;
- (iv) Distance from the child's home to school (using Google Maps walking distance) starting with the closest, in kilometres to one decimal place. Should two or more children live the same distance from the school, places will be allocated using the following tie breaker:
 - Children will be selected for admission on the basis of initial letter of surname (as entered on Birth Certificate) in the order set out below:

V K A N I Z S E F X R C D H W M Y T G J O U Q B L P
 - This order was determined by a randomised selection of the letters of the alphabet.
 - In the event of surnames, as given on Birth Certificate, 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 initial letter and subsequent letters of the first forename (as given on Birth Certificate) will be used. In the event of two identical forenames the above criteria will be applied to any other given forenames.

In the event of oversubscription occurring when a particular sub-criterion is applied, sub-criterion (iv) will be applied to identify which children are to be admitted.

If oversubscription occurs at any stage in the criteria or sub-criteria, second preferences take precedence over third preferences etc.

Priority will be given to all children in their final pre-school year including, where appropriate, late applications from this age group, over children in their penultimate pre-school year.

Non-statutory criteria

Note: Applications falling under Criterion 5 are processed only during Stage 2 of the admissions process, after final pre-school year (Statutory 1 - 4) applications.

5. 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, 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.

Tie Breaker – Non Statutory Criterion 5

Children within Criterion 5 will be selected in Chronological Order of Age – eldest child first. Should two children, apart from twins, have the same date of birth the deciding factor will be the distance of the child's home from the school, priority being given to those living nearest the school.

Note 1

Applicants must provide confirmation of child's date of birth e.g. Birth Certificate, Passport, Identity Card.

Note 2

Home is the child's permanent place of residence. It is not the child-minder's or a relative's address.

Note 3

For the purpose of identifying the nearest controlled nursery school to the child's home, Millington Nursery School and Ballyoran Nursery Unit will be ignored. Distance to the child's home and to other controlled nursery schools will be the walking distance, calculated using Google Maps postcode facility in kilometres to one decimal place.

Note 4

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. Parents should therefore ensure that all information pertaining to their child and relevant to the school's nursery admissions criteria is stated on the application form or attached to it. Examples of such information include names of siblings/half-siblings who are attending Hart Memorial Primary School; whether a child has special educational needs (documentary evidence required – see sub criteria iii).

Duty to Verify

Documentation submitted in support of your application must be provided with the application via the EA Admissions Portal.

This should be:

- **The child's birth certificate**
- **Two (2) proofs of address (issued within 3 months at time of application)** e.g. utility bill; bank statement; letter from HSC or benefits office; any other official document with the parent's name and address at top, dated within last 3 months

The Board of Governors reserves the right to require supplementary evidence as it may determine to support or verify information on any application form.

The provision of false or incorrect information or the failure to provide information within the deadlines set by the pre-schools admissions procedure timetable will result in the withdrawal of a place.

Waiting List Policy

Parents may request that their child's name be put on the school's Nursery Waiting List once placement letters have been issued at the end of Stage 1. To do this, they must:

- contact the school to have their child's name placed on a Waiting List, and
- provide all the relevant data in writing as requested by school, including birth certificate and two proofs of address

Should a vacancy arise after placement letters have been issued by schools at Stage 2 of pre-school enrolment procedures, the school will apply its published criteria to all children on the Waiting List in order to identify to whom the place will be offered.

This waiting list will remain in place until all places have been filled for the new academic year. It will also be used to allocate a place should one become available during the school year.

Applications and Admissions to Pre-School		
Year	Total Applications	Total Admissions
2025/2026*	68	54

****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)