

# Key points for parents on Admission to Pre-School Education in the 2021/2022 School Year

Date range for children in their final pre-school year 2 July 2017 – 1 July 2018

## Checklist

1. **Have you** completed the following on the application form?
  - Name (as entered on birth certificate)
  - Address (home address **NOT** that of a relative/childminder/business)
  - Date of birth (as entered on birth certificate)
  - Section C if you meet the socially disadvantaged circumstances criterion.
2. **Have you** nominated all providers that you would be prepared to send your child to? Failure to nominate all the providers you would be interested in could mean that your child may not secure a place.
3. **Have you** read and considered how your child would meet the criteria for each provider you are prepared to nominate?
4. **Have you** stated your reasons for preference, which are related to the admissions criteria? Eg siblings currently attending, first child in family.
5. **Have you** completed only **one** application form? (either online or a paper application)
6. **Have you** attached the **birth certificate** to your application form and any other information that a provider may require?
7. **Have you** signed and dated the application form?
8. **Have you** noted that the closing time for submitting the application form is **no later than 12 noon on Friday 29 January 2021?**

## Questions and Answers

**What is a funded pre-school place?** A pre-school place provided under the Pre-School Education Programme. There are normally five sessions per week, each lasting at least 2½ hours per day during the school year. Nursery schools and primary schools with nursery units can offer either full time (4½ hours per day) or part-time (2½ hours per day) sessions which can be either morning or afternoon sessions. A few schools have both full-time and part-time sessions. Voluntary/private providers offer part-time sessions (normally 2½ hours per day).

**Which children qualify for funded pre-school education?** Funded pre-school places are available for those children who were born on or between 2 July 2017 and 1 July 2018 (target age children). If there are still places available children born on or between 2 July 2018 and 1 July 2019 (underage children) may be admitted to nursery schools or nursery units but not to private/voluntary settings.

**Where are pre-school places available and how do I obtain further information?** Pre-school places are available in nursery schools, primary schools with nursery units and voluntary/private settings that have funded places. The admissions criteria of each pre-school provider can be found at [www.eani.org.uk/admissions](http://www.eani.org.uk/admissions). Here you will find a pre-school in your area under '**Search Schools**'. You can view, download or print the admissions criteria of the pre-schools you are interested in. Local providers will give you a copy of their own criteria on request.

**What are statutory criteria?** Legislation issued by the Department of Education requires providers to give preference to children from socially disadvantaged circumstances in their target age year. This is defined by the Department of Education as - *a child 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.*

**How do I apply for a funded pre-school place? You can apply online at [www.eani.org.uk](http://www.eani.org.uk) or fill in the application form attached.** You should complete only **ONE** application form (either online or a paper application) and on it list **ALL** the providers where you would be willing to accept a place. Even if your child's name is already on a waiting list for admission you must still submit an application form. You must also fill in an application form if your child is currently attending a setting as there is no automatic entitlement to a second year pre-school education placement. Fill in your child's details in Section A of the application form i.e. name, date of birth, home address including house number and postcode, and parent details. If you change address after completing the application you must inform the Education Authority (EA) of your new address in writing or by email.

In order to complete Section B of the form you should carefully examine the admissions criteria of the pre-school providers in your area and clearly demonstrate on your form how your child meets the admissions criteria for each preference that you list. It is vitally important that you give the provider all the information that is relevant to the statutory criteria and sub-criteria determined by the provider because if you do not put the information on the form as to how your child meets a particular criterion then the provider cannot give your child consideration under this criterion. You are strongly advised to list more than one preference, as there is no guarantee that you will be successful in obtaining a place at your first preference provider as they may receive more applications than they have funded places. In areas where this is the case, it is recommended that you list at least four preferences, if practical. List only the providers that are included under 'Search Schools'.

If a provider offers both full-time and part-time places you can list up to two preferences for this provider. This means if you would prefer a full-time place for your child at a provider but would also be willing to accept as a lower preference a part-time place you should name that provider twice on the form indicating FT or PT against the name of the provider

**APPLYING TO AN INTEGRATED PROVIDER** If you list an integrated pre-school provider as a preference you will need to carefully check its admissions criteria and ensure that you provide the details requested by the provider of your child's community background. Please ensure you complete this section on the application form as this is required by integrated providers to apply their balance.

If you wish to apply for a place for your child on the basis of meeting the statutory criteria you **must** complete Section C.

Read the declarations, sign and date the form in Section D. NB: If a parent gives false or misleading information (e.g. date of birth, home address) and because of this the child obtains a place, the place will be withdrawn. The parent is the person who has legal custody of the child.

**Where do I return the paper form to?** Pre-School Admissions, Education Authority. The closing date for applications is **12 noon on Friday, 29 January 2021**. Please read the admissions criteria of the pre-school provider to check if any other documentation is to be submitted with the application. Your **child's birth certificate** and any other information requested must be returned **not later than 12 noon on Friday 5 February 2021**.

**How do pre-school providers decide who to accept?** Apart from the statutory criteria, each provider sets its own admissions criteria to be applied when too many children apply to their setting. If a provider has more applications than places, it must select children for admission by applying its admissions criteria. If all applicants meet the statutory criteria, it is the individual provider's sub-criteria that determine which children are selected for admission.

**How does the admissions procedure operate?** The pre-school education admissions procedure operates in two stages: **Stage 1** takes place from 12 noon on Friday 29 January 2021 to Tuesday 27 April 2021 and deals only with target age children.

**Stage 2** takes place from Wednesday 28 April 2021 to Wednesday 9 June 2021 and deals with target age children who did not secure a place in Stage 1 and who have nominated further preferences along with applications received for underage children, children resident in the Republic of Ireland and any new applications. (Voluntary and Private settings are not permitted to consider applications from underage children).

In each stage the application forms of those children not selected by a provider will be forwarded to the EA for onward transmission to the next provider named on the application form. This procedure continues until the child is selected by a provider named on the form or all preferences named have not selected the child, or the time allowed has elapsed.

**Can I change my preference?** Apart from those necessitated by exceptional circumstances, no changes of preference will be processed if received after 12 noon on Friday 29 January 2021. If you wish to change your preference, for any reason other than in exceptional circumstances, you must withdraw the original application and submit a new application. If this occurs after 12 noon on Friday 29 January 2021 your new application will be treated as a late application. If you wish to change your preference because of exceptional circumstances, you must submit a written request along with verification of the exceptional circumstance (by post or email to [preschooladmissions@eani.org.uk](mailto:preschooladmissions@eani.org.uk)) e.g. you have moved house which necessitates a change of preference. Check [www.eani.org.uk/admissions](http://www.eani.org.uk/admissions) for further information on verification documents for changes of preference. If approved by the EA, the EA will amend the original application form and send it to the new first preference pre-school. If the original form was received on time by the original first preference pre-school, it will be regarded by the new first preference pre-school as a punctual, first preference application. The final date by which the EA will process any changes necessitated by exceptional circumstances is 12 noon on Friday 5 February 2021.

**Can I submit additional information?** The EA will accept additional information as follows: within **Stage 1** - no later than 12 noon on Friday 5 February 2021, information received after 12 noon on Friday 5 February will NOT be considered until Stage 2. Check the EA website for further details on the timetable date of 5 May 2021 within Stage 2.

**When would my application be considered late?** If your application is received after 12 noon on Friday 29 January 2021 your application will be treated as late and will not be considered until all punctual target age applications are considered. The EA does not have the discretion to treat an application received after 12 noon on Friday 29 January 2021 as punctual.

**Can I submit more than one application?** **NO.** If you submit more than one application form you will have made a false declaration. In the event that parents are discovered to have lodged more than one application form, then the first application lodged will normally be treated as the formal expression of parental preference and all other application forms will not be considered. Applications should be submitted either online or by paper application.

**When will I be notified of the outcome of my application?** There are two dates of notification. (Stage 1) **28 April 2021** - target age children. The EA will advise parents of those target age children not selected by any provider and will include information regarding places available. Parents will have an opportunity to request further preferences for Stage 2.

(Stage 2) **10 June 2021**. The EA will advise parents of those children not selected by any provider and will include information regarding places available if any.

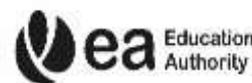
**How can I contact the EA?** Contact details are provided below.

**Admissions Helpdesk**  **028 9598 5595**

**E-mail**  [preschooladmissions@eani.org.uk](mailto:preschooladmissions@eani.org.uk)

**Post**  Pre-School Admissions, Education Authority, 1 Hospital Road, Omagh BT79 0AW

# APPLICATION FOR ADMISSION TO PRE-SCHOOL EDUCATION IN THE 2021/22 SCHOOL YEAR



Did you know you can apply online for Pre-School at [www.eani.org.uk](http://www.eani.org.uk) Before completing this form please read the key notes (attached) and admissions criteria which can also be accessed on the EA website. **PLEASE COMPLETE IN BLACK INK**

This form should **NOT** be used to apply for a place if your child already has a statement of special educational needs. However, if he/she has special needs and is undergoing assessment you should proceed with an application in parallel with the statementing process. If the statement is approved before the conclusion of this application the EA will contact you.

FOR PRE-SCHOOL USE		
Received by 1st preference provider		
Date <input style="width: 40px;" type="text"/>	Time <input style="width: 40px;" type="text"/>	Initial <input style="width: 40px;" type="text"/>
Birth Certificate checked & attached <input style="width: 20px;" type="checkbox"/>		
Target Age <input style="width: 40px;" type="text"/>	Underage <input style="width: 40px;" type="text"/>	

## SECTION A – YOUR CHILD

Surname\* \_\_\_\_\_ Forename(s)\* \_\_\_\_\_  
(\*as recorded on birth certificate)

Date of Birth \_\_\_\_\_ Boy  Girl   
(BIRTH CERTIFICATE SHOULD BE ATTACHED TO THIS FORM)

Name(s) of parent(s)\*\* Prof/Rev/Dr/Mr/Mrs/Miss/Ms \_\_\_\_\_

Relationship to Child \_\_\_\_\_ Eldest child of family/only child?

Child's home address \_\_\_\_\_  
Postcode \_\_\_\_\_

Parent(s)\*\* Tel no: - Home \_\_\_\_\_ Mobile \_\_\_\_\_ Work \_\_\_\_\_

Email address \_\_\_\_\_ (Please print clearly)

- Before nominating preferences you should read the admissions criteria of the pre-school provider(s) you are considering.
- In your order of preference, **clearly state** the name of the provider(s) you are considering and provide the **name as shown on the list of providers** ([www.eani.org.uk](http://www.eani.org.uk) - under 'Search Schools'. List at least four pre-school providers which you would wish your child to be considered for admission.
- If you are viewing a provider who offers both Full-Time (FT) and Part-Time (PT) hours** you can list this provider (**ONCE**, if you only want to nominate FT or PT as a preference) OR (**TWICE**, if you are nominating FT and PT. But list in your order of preference e.g. 1<sup>st</sup> Provider A FT; 2<sup>nd</sup> Provider B; 3<sup>rd</sup> Provider A PT, etc OR 1<sup>st</sup> Provider A FT; 2<sup>nd</sup> Provider A PT.
- (NOTE: FT is usually 4½ hours per day, 5 days per week. PT is usually 2½ hours per day, 5 days per week).

# Reasons for preference relate to the published admissions criteria e.g. living in Parish, eldest child, brother(s)/sister(s) currently attending. You can list further reasons on a separate sheet if necessary. Please tick the relevant box below if you are attaching a separate sheet.

### Preferred Pre-School Providers

1 <sup>st</sup> _____ Reasons for preference: _____
2 <sup>nd</sup> _____ Reasons for preference: _____
3 <sup>rd</sup> _____ Reasons for preference: _____
4 <sup>th</sup> _____ Reasons for preference: _____
5 <sup>th</sup> _____ Reasons for preference: _____
6 <sup>th</sup> _____ Reasons for preference: _____

FOR EA USE	
Selected	Not Selected

Please tick if you have further preferences/reasons. List these on a separate sheet, put the name of your child at the top and attach to this form.

## APPLYING TO AN INTEGRATED SCHOOL

PLEASE COMPLETE THIS SECTION ONLY IF YOU ARE APPLYING TO AN INTEGRATED PRE-SCHOOL PROVIDER

CATHOLIC

PROTESTANT

OTHER RELIGION/NONE

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## SECTION C – SOCIAL DISADVANTAGE

If you are claiming priority because of social disadvantage you **MUST** provide verification.

In receipt of Universal Credit  (Attach your online UC statement to this form to show you are currently in receipt of UC)

The Education Authority (EA) will contact the Department for Communities (DfC) to request a verification check for any of the 3 benefits below. Complete the information below. The EA will contact your pre-school of first preference when verification of benefit is received. The EA will only contact you where DfC are unable to provide verification.

In receipt of Income Support  In receipt of Income-based Jobseeker's Allowance

In receipt of Employment Support Allowance (**#providing the conditions below (iii) are met**)

Name of person in receipt of benefit: \_\_\_\_\_

Claimant's National Insurance Number: \_\_\_\_\_ (e.g AAXXXXXXA)

If Claimant's Address different to address on this form, provide address \_\_\_\_\_

As claimant of benefit do you have parental responsibility? \_\_\_\_\_

Relationship to child: \_\_\_\_\_

**NB:** A child 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.

## SECTION D – DECLARATION (to be signed by parent)

By submitting this application form you are certifying that:

(a) This is the **ONLY** application form submitted (either online or a paper application) for Pre-School education in respect of the child named overleaf.

***I understand that if I submit more than one application, then the first application submitted will normally be treated as the formal expression of parental preference and all other applications will not be considered.***

(b) I have read the published admissions criteria of the providers nominated overleaf.

(c) I am aware that my child can only avail of **ONE** funded place.

(d) The address I have given is the child's home address and **NOT** the address of a child minder/another relative or a business address.

(e) I understand that it is my responsibility to provide all relevant information on or attached to this application form.

(f) The details I have given on this form are correct. I am aware if a place is awarded on the basis of false or misleading information it will be withdrawn.

Signed \_\_\_\_\_ (Parent\*\*) Date \_\_\_\_\_

\*\* (Parent = The person who has legal custody of the child)

**THIS FORM MUST BE RECEIVED BY**  
**THE PRE-SCHOOL ADMISSIONS OFFICE, EDUCATION AUTHORITY**

**NO LATER THAN**  
**12 NOON ON FRIDAY 29 JANUARY 2021**

The Education Authority (EA) is obliged to comply with the General Data Protection Regulation and the Data Protection Act 2018 when processing personal information.

The information provided by you will be processed by EA on the lawful basis that it forms part of EA's public task to do so (i.e. to enable EA to perform its statutory functions and tasks as a public authority in relation to the admissions process). If the information provided includes special category data (e.g. information regarding health, religion or racial or ethnic origin), EA will process such data on the basis that there is a substantial public interest in doing so in the performance of its statutory functions.

EA will share the information you have provided as necessary with the schools you have listed in your application. In the event of an admissions appeal against any of the schools that you have listed in your application, it may be necessary for EA to share information you have provided with an Independent Admissions Appeal Tribunal, even if your child is not the subject of the appeal. EA will only share the information you have provided with other bodies (such as relevant Northern Ireland Government Departments, School Employing Authorities, Education Bodies and the Public Health Agency) where it has a lawful basis for doing so.

EA has published detailed Privacy Notices on its website <https://www.eani.org.uk/about-us/privacy/ea-privacy-notices> which provide further information on how EA processes personal information as well as detail on how to contact EA if you have any questions.