

Dundonald Primary School Nursery Unit
10 Church Green
Dundonald
Belfast BT16 2LP
Principal: Mr D Massey
Chair of Board of Governors: Mr G Ennis



Controlled Nursery Unit
Admissions No: 52 (Part-time)
Session Times – Morning Session: 9:00am – 11:30am
Afternoon Session: 12:30pm – 3:00pm
Telephone: 028 9048 2680
E-mail: dmassey429@ddps.belfast.ni.sch.uk
Website: www.dundonaldprimaryschool.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 delegates to the Principal and Vice-Principal the responsibility for applying these criteria.

Open Evening

There will be an Open Evening on Wednesday 3rd December 2025 from 7.00pm – 8.00pm with the Principal's Welcome in the Assembly Hall at 7.10pm. This evening will provide an excellent opportunity for you to find out about our Nursery provision.

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.

The Board of Governors have determined that in the event of the number of applicants exceeding 52, the following criteria will be applied in the order set down to select children for the places available.

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 form. Parents should therefore ensure that all information pertaining to their child and relevant to the school's admissions criteria is stated on the application.

As the nursery unit offers a morning or afternoon class, parents must indicate in the "Reasons for Preference" on the online application their preference i.e. AM or PM session. There is no guarantee that the preferred session will be allocated.

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,
 - 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.
2. Children not from socially disadvantaged circumstances who are in their final pre-school year (as defined by Criterion 1).

Sub-Criteria

In the event that the school is oversubscribed in criteria 1-2 preference shall be given in the order set out below:

- a) **Children with an older brother/sister* currently enrolled at Dundonald Primary School or Nursery Unit.**

Please list name(s) and current class(es)

- b) **Children who are the eldest* or only child in the family;**

*includes half-brother/sister, stepbrother/ sister, foster brother/sister.

*eldest child is defined as "children who, at the date of their application, are the eldest child of the family to be eligible to apply for admission to the school"

Supplementary Criteria

In the event of oversubscription in any of the above sub-criteria preference will be given, in the order set down, to children on the following basis:

- i. **Dundonald Nursery Unit listed as first preference.**
- ii. **Preference will be given to the child who lives closest to the main entrance of the school. Distances will be measured in a straight line from the child's home address to the front door of the school using Ordnance Survey of Northern Ireland.**

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.

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 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 2027.

Tie Breaker – Non Statutory Criterion 3

Children within Criterion 3 will be selected in Chronological Order of Age – eldest child first. Where two or more children have the same date of birth, preference will be given to the child who lives closest to the front gate of the school. Distances will be measured in a straight line from the child's home address to the front door of the school using Ordnance Survey of Northern Ireland.

When considering which children should be selected for admission, the Board of Governors will only take into account information which is detailed on, or provided with the application form. Parents should therefore ensure that all information pertaining to their child and relevant to the school's admissions criteria is stated on the application form or provided with it. For example, whether the child has brothers or sisters attending the school/is the eldest or only child in the family.

Address Verification – If applying in January these documents must be submitted by 4pm on 29 January 2025.

Applicants should note that information contained within an application qualifies it for admission, then that address will be verified. 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.

This is in addition to the standard requirement to provide a Birth Certificate in order to demonstrate whether or not a child is of the age stated.

Applications after 1 September 2026

Criteria as above.

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

The Waiting List Policy is available directly from the School.

APPLICATIONS AND ADMISSIONS TO NURSERY		
Year	1 st Preference Applications	Total Admissions
2023/2024	98	52
2024/2025	69	52
2025/2026	101	52