

Braniel Primary School Nursery Unit  
Ravenswood Park  
Belfast  
BT5 7JU

Controlled Nursery Unit  
Admissions No: 52 (Full-time)  
Nursery Opening Times: 8.45am – 1:15pm  
A mid-day meal is available

Principal: Mr Niall Manogue  
Chair of Board of Governors: Mrs Daphne Wilson

Telephone: 028 9040 1234  
Fax: 028 9079 2006  
Website: [www.branielps.co.uk](http://www.branielps.co.uk)

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## 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.

**Our Open Day for prospective Nursery and/or Year 1 parents will be held on Tuesday 16<sup>th</sup> December 2024 from 10.00am – 11.00am, 1.15pm – 2.15pm and 4.30pm – 6.00pm**

**There will be an address from the Principal and short tours of the school and activities available. Parents will be issued with additional information at these sessions.**

**Individual tours are available for those unable to attend our Open Day. Please contact the school to arrange.**

**Please visit our website ([www.branielps.co.uk](http://www.branielps.co.uk)) or find us on Facebook to find out more about our school.**

## 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 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.

**Admissions Criteria to be used in the event of the school being oversubscribed with applications for available places when considering applications for Full-time places.**

## Admissions Criteria

### Statutory Criteria

- 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.

***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.***

- 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 any of the above Statutory 1 and 2 criteria, the following sub-criteria will be applied, in the order (a) - (f).

- (a) Children who, at the date of their application, have a child of the family\* currently attending Braniel PS (P1-7).
- (b) Children who, at the date of their application, are the eldest or only child~ of the family eligible to apply for admission to the Nursery.
- (c) Children who have listed Braniel Nursery Unit as their first preference.
- (d) Children whose parent(s) are employees of the school.
- (e) Children who have a parent(s) who attended the Braniel Primary School or Nursery – please provide name of parent and dates of attendance.
- (f) All other children.

\* Child of the family as defined by the Department of Education and includes siblings, step siblings, fostered, orphaned and adopted children living as a family unit.

~ Parents are required to prove eldest or only child - documents required can include a letter from a member of the Clergy, Solicitor, or Public Servant such as a Health visitor or Education professional to include a pre-school/ Nursery Principal directly involved with the family.

### Supplementary Criterion

In the event of over-subscription after (a) – (f) is applied in order, preference will be given to children who live closest to Braniel Primary School. This is measured by the shortest walking distance to either school gate on Ravenswood Park or Lower Braniel Road (whichever is shortest) measured using Google Maps. In the event of children having the same shortest distance, selection will be by random selection using an online random selection generator.

### 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,
  - 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 3

Children within Criterion 3 will be selected in Chronological Order of Age – eldest child first. In the event of two or more children having the same DOB, selection within Criterion 3 for all places remaining will be given according to alphabetical order of the initial letter of the child's surname as per the birth certificate.

In the event of surnames beginning with the same letter the subsequent letters of the surnames will be used in alphabetical order. In the event of 2 identical surnames the alphabetical order of the initials of the forenames as per the birth certificate will be used.

### Applications after 1 September 2026

Criteria as above.

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 Admissions Criteria is stated on the Application Form or attached to it. Examples of such information include whether the child has an older brother/sister (half-brother/sister) who will be enrolled at Braniel PS in September 2026, etc.

A copy of the child's Birth Certificate must accompany the application form.

### 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.

### Waiting List Policy

We do not operate a Waiting List Policy for the Nursery.

**Nursery Wrap-around Care** – Please contact the school directly regarding availability of this service - info also available on [www.branielps.co.uk](http://www.branielps.co.uk)

### Applications and Admissions to Pre-School

Year	Total Applications	Total Admissions
2025/2026* Full Time	90	26
2025/2026* Part Time	71	41

***\*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)*