

## PUPIL AND PARENT UNIT

3 Charlemont Place • The Mall • Armagh • BT61 9AX  
Tel: 028 3751 2411 Fax: 028 3751 2400  
Email: [mairead.maguire@selb.org](mailto:mairead.maguire@selb.org) • Website: [www.selb.org](http://www.selb.org)



Our ref: 0011816; 0011339

Circular No: 2010/002

7 January 2010

**To: Principals of all Nursery Schools, Principals of all Primary Schools with Nursery Units and Managers of voluntary and private sector providers participating in the Pre-School Education Expansion Programme.**

Dear Provider

### **PRE-SCHOOL ENROLMENT – 2010/2011**

Notes of Guidance on the procedure for 2010/2011 are enclosed along with the stationery which you will require.

Details on the pre-school admissions procedure are also contained in:

- a. the Department of Education Circular 2009/05 on Open Enrolment in Nursery Schools: Arrangements for September 2010 Admissions which was issued on 7 September 2009; and
- b. the Guidance for Voluntary and Private Providers within the Pre-School Education Expansion Programme which was issued on 25 September 2009.

For administration purposes routine enquiries will be dealt with on a geographical basis as follows:

- a. Armagh, Banbridge, Craigavon – Helen (tel 028 3751 2455 or e-mail [helen.hagan@selb.org](mailto:helen.hagan@selb.org))
- b. Cookstown, Dungannon, Newry and Mourne – Shirley (tel 028 3751 2526 or e-mail [shirley.megarity@selb.org](mailto:shirley.megarity@selb.org)).

I would emphasise the importance of adhering to the procedures attached and documenting decisions taken. Last year over 5272 pre-school applications were processed. 66 intentions to appeal were lodged, 18 of these progressed to appeal, all of which all were dismissed. In addition a small number of parents queried the decision of private providers not to offer their child a pre-school place.

Yours faithfully

Mairead Maguire (Mrs)  
Head of the Pupil and Parent Unit  
Direct Line (028 3751 2411)  
Encs

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PREFERENCE BASED PRE-SCHOOL  
ADMISSIONS PROCEDURE 2010/2011

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NOTES OF GUIDANCE

A. HANDLING APPLICATIONS

1. Application Forms/Birth Certificates

- 1.1 If a parent delivers the application form please confirm that this is the only application for pre-school education that has been submitted in respect of the child. If a parent indicates that they have already submitted another application form(s) they should be advised that only **one** application is to be completed as per the declaration at the bottom of page two of the form. It is the parent's decision which application remains. A parent is entitled to make a separate application for a reception place in a primary school.
- 1.2 On receipt of an application form by a first preference provider, the check box on the top left hand corner of the front of the application form (PRES1) should be completed to record the date and time received and initialled by the person who received the form either by hand delivery or by post. The box should also be ticked as appropriate, Target age/Young age.
- 1.3 Parents are asked to attach a birth certificate to the application. In cases where a birth certificate has not been attached please record this on the application form in red ink (no b/c).
- 1.4 Where a birth certificate has been received, the details on the application should be checked to the birth certificate for accuracy. The name recorded should be that shown on the birth certificate. Any discrepancies should be clarified with the parent prior to consideration of applications by the Board of Governors or the Management Committee.
- 1.5 The original birth certificate should be attached to the application form and it should be retained by the pre-school setting until the close of the procedure. Birth certificates should not be forwarded to the Education and Library Board unless the application has not been accepted at first preference. Playgroups will be required to forward copies of the birth certificate in order to claim funding for pre-school places.
- 1.6 Where no birth certificate is received, providers should request one from the parents. Providers should accept reasonable alternatives to verify how a child meets a particular criterion.
- 1.7 Where a place has been obtained because false information has been given on the form that place can be removed and awarded to the child who ought to have been admitted.

## 2. List of Preferences

- 2.1 If a parent delivers the application form, please take a few minutes to check the following details:
- a. that more than one preference has been listed particularly in known areas of over-subscription;
  - b. that either the FT or PT box has an entry for each preference listed; and
  - c. that an official stamp has been obtained if a parent is claiming social disadvantage. If the form is not certified by the Social Security Agency ask the parent to take it back to the Social Security Agency for verification.  
**The onus is on parents to ensure that the stamped application form is submitted to the first preference setting by 12 noon on Wednesday 20 January 2010.**

## 3. Late Applications

- 3.1 Punctual applications are those received by 12 noon on Wednesday 20 January 2010. Any applications received after 12 noon on 20 January 2010 to 19 March 2010 inclusive should be marked 'late'. The Department of Education have stated that in considering applications pre-school providers should give priority to all children in their final pre-school year. Consequently the following order of priority will apply in considering the allocation of places available:
- a. Punctual applications for children in their final pre-school year;
  - b. Late applications for children in their final pre-school year;
  - c. Punctual applications for children in their penultimate pre-school year (nursery schools only);
  - d. Late applications for children in their penultimate pre-school year (nursery schools only).
- 3.2 The procedure for late applications continues at second and subsequent preference stages.
- 3.3 Applications received after 19 March 2010 should not be processed but are to be held by the receiving provider to be considered only if a place is available after 30 April 2010. If an application form is sent into the Board after 19 March 2010 then it will be sent to the provider to be held for consideration.

If your setting is undersubscribed the child can be accepted, if oversubscribed then he/she can only be considered if a vacancy arises (See Section B).

## 4. Consideration of Applications by the Board of Governors/Management Committee

Pre-school providers should consider all applications for admission in accordance with the timetable issued by the Department of Education in September 2009. Applications (at first and subsequent preference stages) should be considered in relation to the criteria published in the Board's Pre-School Information Booklets and the number of children which you can admit.

## 4.1 First Preference Stage

### a. Children Selected for Admission in Accordance with the Criteria

You should retain the application forms of all those children who are **provisionally** being offered a place at this stage and complete (**Form OE/PRESA1 2010**) giving details of all pre-school children which the setting has provisionally '**selected**'. Insert surname, forename, gender, date of birth, address, postcode and indicate under which criterion each child is being selected. The form should be returned to the Pupil and Parent Unit **no later** than Friday 29 January 2010.

**Regardless of whether your setting has allocated all its places or not, parents should not be advised either verbally or in writing at this time that their child has been provisionally offered a place as this may change at second or subsequent preference stages.**

### b. Children Not Selected for Admission

Some children may not be offered a place, either because you have already reached your admissions number/number of funded places allocated or because the applicants do not meet your admissions criteria. For these children the application forms, birth certificates should be returned to the Pupil and Parent Unit by **Friday 29 January 2010**. These will be forwarded to the next preference provider for consideration. You may wish to consider sending these to the Board by recorded delivery to minimise the risk of loss of personal data. You are advised to keep a copy for your own reference.

**FORM OE/PRESNA1 2010** should be completed giving details of the children which your setting is unable to select. Insert surname, forename, gender, date of birth, address, and postcode and indicate under which criterion the child has **not** been selected.

**Again parents should not be advised either verbally or in writing at this time that their child has not been offered a place as the child may be offered a place by the second or subsequent preference provider.**

### c. Nursery Schools with dual pattern of attendance

**Settings with full-time and part-time places** – Where a parent has nominated the setting at 1<sup>st</sup> and 2<sup>nd</sup> preference (eg 1<sup>st</sup> preference – FT, 2<sup>nd</sup> preference – PT) and the applicant is not accepted at 1<sup>st</sup> preference you should retain the application for consideration at second preference stage. Record the name on form OE/PRESNA1 2010 and indicate that the application is **HELD** – This will then be considered with any further 2<sup>nd</sup> preferences that will be forwarded to you by the Pupil and Parent Unit.

### d. Documentation

I would ask you to ensure that all details entered on the forms are completed for each child in accordance with the 'Notes of Guidance on

Recording Pupil Details in School and Education and Library Board Records' which were issued with Board Circular 2007/84 on 5 June 2007 and which is available on the Board's website [www.selb.org](http://www.selb.org).

e. Summary Sheet at First Preference Stage

At the end of the first preference stage, you should complete the Summary Sheet at First Preference Stage Form OE/PRES1 2010. The form should be returned to the Pupil and Parent Unit no later than **Friday 29 January 2010**.

#### 4.2 Second Preference Stage

- a. Board receives the application forms (and any original documentation which was attached) for those children not being selected, from first preference settings (by Friday 29 January 2010).
- b. Board forwards application forms and any attached documents along with the pre-printed form OE/PRESFP 2010 for completion to second preference providers. If you would like this pre-printed form e-mailed to you please contact Helen Hagan or Shirley Megarity at the e-mail addresses listed on the covering letter to advise them of this.

Where a parent has not listed a second preference, the Board will retain the application form in order to advise the parent on 30 April 2010 that their child has not been offered a pre-school place. Please note that unlike primary applications (where a child is of compulsory school age) the board will not be seeking additional preferences for pre-school settings).

- c. Board of Governors/Management Committee reapplies criteria to **all** children. Some children who were provisionally selected for admission at first preference stage may be displaced at this stage. Remember – a second or further preference can displace a provisionally accepted first preference if the application meets a higher statutory criterion or meets the same statutory criterion but meets a higher sub-criterion as determined by the provider.
- d. The pre-printed form - Form OE/PRESFP 2010 is completed to notify the Board as to which children are selected or not selected for admission at 2<sup>nd</sup> preference stage (by Tuesday 16 February 2010). Again, I would emphasise that parents should **not** be advised whether or not their child is being offered a place.
- e. Where a child in **not selected** the application form(s) should be returned to the Board (as at 4.1 b).
- f. Children provisionally selected at first preference and who are displaced should be recorded on the bottom of Form OE/PRESFP 2010 and the original application forms returned to the Board.

#### 4.3 Third and Subsequent Preference Stages

The procedures are reapplied as in paragraph 4.2. This clearing house continues for all applications received up to and including 19 March 2010 until

the child is selected by a provider named on the form or all preferences named have '**not selected**' the child.

#### **4.4 Changes of Preferences**

Changes of preferences are only processed by the Pupil and Parent Unit where there are 'exceptional circumstances' eg moving area. In all other cases the parent must withdraw the original application and submit a new application (this would be treated as a late application). **Friday 19 March 2010** is the final date by which change of preferences in exceptional circumstances or new applications will be accepted or by which new/additional information relating to the admissions criteria can be submitted.

#### **4.5 Duty to Verify**

I would draw your attention to Annex 3 of the Guidance re Duty to Verify for Admissions to Nursery Schools/Private/Voluntary Providers September 2010, which was incorporated in the circulars/guidance issued by the Department of Education in September 2009. Please contact me should the Board of Governors/Management Committee find that a place may have to be withdrawn from a child (See Steps 4 -7 of Annex 3 DE Guidance).

The responsibility for returning original documents (other than a Birth Certificate) to a parent rests with the provider which has requested them. The Birth Certificate should be returned with the letter issued on Friday 30 April 2010 by the provider where the child is placed or by the Board should the child be unplaced. There is no date specified in the Department of Education Guidance as to when original documents other than the Birth Certificate should be returned, the Board of Governors/Management Committee should decide when any such documents can be returned. However copies should be kept in case a child needs to be recalled or in case of an appeal against a school's decision not to admit a child.

#### **4.6 Adherence to Timescale**

The success of the procedure depends on strict adherence to the return dates specified at each preference stage. It is advisable to arrange the dates of Board of Governors/Management Committee meetings now to comply with the timescale. If it is not possible to convene the necessary meetings arrangements should be made to delegate the responsibility for considering applications to ensure that deadlines are met. Where necessary, this delegation should be recorded in the minutes of the Board of Governors or the Management Committee.

### **B. EXEMPLAR LETTER(S) FOR NOTIFYING PARENTS THAT THEIR CHILD IS BEING OFFERED A FUNDED PLACE.**

#### **1 PROVIDERS NOT EXERCISING DUTY TO VERIFY/OR SCHOOLS ASKING FOR VERIFYING DOCUMENTS TO BE ATTACHED TO THE APPLICATION FORM**

- 1.1 On and **not** before **Friday 30 April 2010** providers will issue letters to parents of children accepted. A sample '**Notification of placement letter**' is attached according to the type of provision offered. No information should be removed from the sample letter, but it may be amended to

include details of your localised induction arrangements. Parents **SHOULD NOT** be informed of their children's placement **before 30 April 2010**.

Whilst the right of appeal only exists in relation to nursery schools/units, the paragraph must still be included in letters issued by voluntary or private providers to parents in order that they are aware of their right of appeal if their child was not offered a place by a nursery school or nursery unit that was listed as a higher preference.

- 1.2 The template has been designed to allow you to write in details if you do not have easy access to computers or photocopiers. The template can also be e-mailed on request.
- 1.3 The template includes a return slip for the parent to confirm to the school/playgroup, acceptance of the place offered. Whilst this acceptance is not stipulated in the Department of Education Circular, the return date on the reply (ie Friday 7 May 2010) will allow providers to have confirmation of acceptance of a place. You are advised not to reallocate a place unless written confirmation of non acceptance has been received from parents.

## **2 PROVIDERS EXERCISING DUTY TO VERIFY AND REQUESTING DOCUMENTS WHEN THE OFFER OF A PLACE IS MADE**

Any school asking for verifying documents when the offer of a place is being made should use the sample letter(s) as contained in annexe to the Department of Education Circular. This letter should be issued on Friday 30 April 2010.

### **EXEMPLAR LETTERS FOR NOTIFYING PARENTS THAT THEIR CHILD IS NOT BEING OFFERED A FUNDED PLACE.**

On the 30 April 2010 the Board will write to the parents of any child who applied for a pre-school place but was **not** selected for admission by **any** provider and whose application was submitted by 19 March 2010.

### **C. EXEMPLAR LETTERS FOR NOTIFYING PARENTS OF THE OUTCOME OF APPLICATIONS SUBMITTED AFTER 19 MARCH 2010**

On and not before Friday 30 April 2010 providers will issue letters to parents of children whose applications were submitted after 19 March 2010 and whose applications are being held for consideration after 30 April 2010. This letter is only to be used by oversubscribed providers where an application is received after 19 March 2010.

The application form, birth certificate and any documents should be enclosed with this letter which advises the parent to contact the Board for information on pre-school settings that still have vacant places. A copy of the form and attachments should be taken so that it can be considered in the event of future vacancies. Parents who submit an application after 19 March 2010 have been advised in the pre-school booklet to contact the provider after 30 April 2010 to determine if a place exists as the clearing house system does not operate after this date.

If you are undersubscribed at 30 April 2010 this letter is not applicable as the late applicant can be offered a place and advised of such by using the relevant placed letter which should be issued with all other placement letters on 30 April 2010.

#### **D. NOTIFICATION OF ADMISSION OF CHILDREN TO RECEPTION CLASSES**

In those areas where reception classes are still available in primary schools parents have a right to make application on behalf of their children to both reception and Pre-school settings. If both applications are successful it is for the parent to decide which place to accept. This year the date for notifying parents of the outcome of applications for reception places is 14 April 2010.

#### **E. RECORDS OF PROCEEDINGS**

Parents dissatisfied with the decision of a Board of Governors in the selection of children have the right to appeal to an independent tribunal, therefore it is essential that Governors keep a detailed record of proceedings regarding the selection of children for admission (it is useful to keep a copy of unsuccessful application forms). There remains no right of appeal against voluntary/private providers. Parents who have been unsuccessful in obtaining a playgroup or private day nursery place for their child will be advised to contact the provider to discuss the reason for this.

#### **F. PRE-SCHOOL STATIONERY**

A supply of the following forms is enclosed:

<b>Title</b>	<b>Form Reference</b>
Summary Sheet at First Preference Stage (Only one form as applicable to your setting)	OE/PRES1 (FT) OE/PRES1 (PT) OE/PRES1 (MP)
Report on First Preference Applications - Selected	OE/PRESA1 2010
Report on First Preference Applications – Not Selected	OE/PRESNA1 2010
Letter re Placed Child (issued by Provider) as applicable to your setting - Full-time place Part-time morning place: Nursery schools/units Part-time afternoon place: Nursery schools/units Part-time place: Other providers	Dated 30 April 2010  PLFT PLPTAM PLPTPM PLPT(PG)
Letter re Unplaced Child (issued by SELB and enclosed for information only)	Dated 30 April 2010 UP
Letter re Unplaced Child (applications received after 19 March 2010)	Dated 30 April 2010

#### **G. CONTACTS**

For administration purposes routine enquiries will be dealt with on a geographical basis as follows:

- a. Armagh, Banbridge, Craigavon – Helen (tel 028 3751 2455 or email [helen.hagan@selb.org](mailto:helen.hagan@selb.org)).
- b. Cookstown, Dungannon, Newry and Mourne – Shirley (tel 028 3751 2526 or email [shirley.megarity@selb.org](mailto:shirley.megarity@selb.org)).

PREFERENCE BASED PRE-SCHOOL ADMISSIONS 2010/2011 SCHOOL YEAR  
SUMMARY SHEET AT FIRST PREFERENCE STAGE

NAME OF PROVIDER: \_\_\_\_\_ DENI REF NO: \_\_\_\_\_

Admission Number  Full-Time  Part-Time**A APPLICATIONS – FULL-TIME**

		<b>Grand Total</b>
1	Number of 1 <sup>st</sup> preference applications received – - final _____ - penultimate _____	<input type="text"/>
2	Number of children provisionally selected at first preference stage as listed on Form OE/PRESA1 2010	<input type="text"/>
3	Number of places still available.	<input type="text"/>
4	Number of children <b>not</b> selected and application forms returned to the board as listed on Form OE/PRESNA1 2010 - final _____ - penultimate _____	<b>Grand Total</b> <input type="text"/>
5	Number of children not selected for full-time places at first preference but whose applications are being <b>held</b> for consideration for a part-time place at further preferences. These children should also be listed on form OE/PRESNA1 2010.	<input type="text"/>

**B APPLICATIONS – PART-TIME (INCLUDES MORNING AND AFTERNOON)**

1	Number of 1 <sup>st</sup> preference applications received – - final _____ - penultimate _____	<b>Grand TOTAL</b> <input type="text"/>
2	Number of children provisionally selected at first preference stage as listed on Form OE/PRESA1 2010	<input type="text"/>
3	Number of places still available.	<input type="text"/>
4	Number of children <b>not</b> selected and application forms returned to the board as listed on Form OE/PRESNA1 2010 - final _____ - penultimate _____	<b>Grand Total</b> <input type="text"/>
5	Number of children not selected for part-time places at first preference but whose applications are being <b>held</b> for consideration for a further preference at your school.	<input type="text"/>

Signed: \_\_\_\_\_  
(for Board of Governors)

Date: \_\_\_\_\_

**TO BE RETURNED TO THE PUPIL AND PARENT UNIT NO LATER THAN FRIDAY 29 JANUARY 2010.**

**LETTER – PLACED PRE-SCHOOL CHILD**

**PLFT**

30 April 2010

\_\_\_\_\_  
**NAME OF PROVIDER**

To the Parent(s) of: \_\_\_\_\_

Dear Parent/Guardian

**Pre-School Education Expansion Programme - September 2010**

Further to your application for a free place under the Pre-School Education Expansion Programme I wish to inform you that your child is being offered a full-time place in \_\_\_\_\_.

If you had nominated either a nursery school or a nursery unit on your child’s application form in preference to this setting, there is provision for appeal against the decision(s) of the Board(s) of Governors of the school(s) in not selecting your child. An appeal may only be made on the grounds that the Board of Governors did not apply or did not correctly apply its criteria for selecting pupils for admission to the school(s), in deciding not to admit your child. You may wish to contact the nursery school or nursery unit which has not selected your child for admission to discuss the reason why he/she was not offered a place to assist you in deciding whether to appeal the decision.

If you still wish to appeal you must write to:  
The Clerk of the Appeal Tribunal (Nursery),  
Southern Education and Library Board,  
3 Charlemont Place,  
The Mall,  
ARMAGH BT61 9AX.

Your intention to appeal must be received in writing by **4.00 pm on Wednesday 12 May 2010**. Please give your child’s name, address, date of birth and name of nursery school/unit you wish to appeal against. Details of the appeals procedure will be sent to you by return. However if you do not receive an official appeal form within 7 working days please contact the Pupil and Parent Unit at the Southern Education and Library Board (028 3751 2455/2526).

An Appeals Tribunal cannot uphold an appeal on any grounds other than those related to a school’s admissions criteria.

**There is no right of appeal against a decision by a voluntary or private provider not to admit your child. Parents who have been unsuccessful in obtaining a playgroup or private day nursery place for their child should contact the provider to discuss the reason for this.**

Yours faithfully

**PRINCIPAL**



**NAME OF PROVIDER:** \_\_\_\_\_

**NAME OF CHILD:** \_\_\_\_\_

- (i) I wish to accept the full-time place offered to my child.
- (ii) I do not wish to accept the full-time place offered to my child.

SIGNED: \_\_\_\_\_ (PARENT)

DATE: \_\_\_\_\_

**TO BE RETURNED TO THE PROVIDER BY 7 MAY 2010**





**PUPIL AND PARENT UNIT**

3 Charlemont Place • The Mall • Armagh • BT61 9AX

Tel: 028 3751 2411 Fax: 028 3751 2400

Email: mairead.maguire@selb.org • Website: www.selb.org

30 April 2010

Parent/Guardian of:

Dear Parent/Guardian

**Application to Pre-School Education - September 2010**

I write to advise you that your preferred pre-school provider(s) has/have been unable to select your child for admission for a funded place for the 2010/2011 school year.

Each of the providers listed on your child's application form received more applications for funded places than their admissions number and consequently had to apply their admissions criteria to select children.

If you had nominated either a nursery school or a nursery unit on your child's application form there is provision for appeal against the decision(s) of the Board(s) of Governors of the school(s) in not selecting your child. An appeal may only be made on the grounds that the Board of Governors did not apply or did not correctly apply its criteria for selecting pupils for admission to the school(s), in deciding not to admit your child. You may wish to contact the nursery school or nursery unit which has not selected your child for admission to discuss the reason why he/she was not offered a place to assist you in deciding whether to appeal the decision.

If you still wish to appeal you must write to The Clerk of the Appeal Tribunal (Nursery), Southern Education and Library Board, 3 Charlemont Place, The Mall, ARMAGH, BT61 9AX.

Your intention to appeal must be received in writing by **4.00 pm on Wednesday 12 May 2010**. Please give your child's name, address, date of birth and name of nursery school/unit you wish to appeal against. If you do not receive an official appeal form within 7 working days please contact the Pupil and Parent Unit, Southern Education and Library Board, 3 Charlemont Place, The Mall, ARMAGH, BT61 9AX (028 3751 2455 or 028 3751 2526).

An Appeals Tribunal cannot uphold an appeal on any grounds other than those related to a school's admissions criteria. **There is no right of appeal against a decision by a voluntary or private provider (playgroup) not to admit your child. Parents who have been unsuccessful in obtaining a playgroup or private day nursery place for their child should contact the provider to discuss the reason for this.**

A list of pre-school providers who, according to our records, may still have funded places is enclosed for your information. If you want to have your child considered for one of these places, please contact the provider where funded places remain. Your original application form and birth certificate (where applicable) is enclosed to give to the provider where funded places remain. If you wish you may also contact any private or voluntary provider of your choice directly with regard to a fee-paying place for your child.

Yours faithfully

Mairead Maguire (Mrs)  
Head of the Pupil and Parent Unit  
Direct Line (028 3751 2411)  
MM/sm  
Encs

LETTER – UNPLACED PRE-SCHOOL CHILD AFTER 19 March 2010

30 April 2010

Parent/Guardian of:

Dear Parent/Guardian

**Application to Pre-School Education - September 2010**

I refer to your application, which was received after the deadline for processing applications (ie 19 March 2010) and regret to inform you that as this setting is fully subscribed the Board of Governors /Management Committee was unable to consider your application for a pre-school place in September 2010.

I enclose your application form (and other documents where applicable) and would advise you to contact the Pupil and Parent Unit (Tel No: 028 37512455 or 028 37 512526) for information on any pre-school settings that still have vacant places.

I would reassure you that your child's name will remain on our waiting list and will be considered for a place should a vacancy occur.

I regret I cannot give a more favourable reply.

Yours faithfully

**Principal/Playgroup Leader/Manager**

Encs



