

Cairnshill Integrated Primary School Nursery Unit
6a Cairnshill Drive
Belfast
BT8 6RT

Controlled Nursery Unit
Admissions No: 52 (Part-time)
Session Times – Morning Session: 8:45am – 11:15am
Afternoon Session: 12:15pm – 2:45pm

Telephone: 028 9070 5122 (Main School)
028 9040 3968 (Nursery)

Principal: Mrs Joanne Currie MBE BEd (Hons) PQH (NI)
Chair of Board of Governors: Mrs Elaine McCracken

E-mail: info@cairnshillintegratedps.belfast.ni.sch.uk
Website: www.cairnshillps.co.uk

An Open Afternoon will be held on Wednesday, 10th December, 2pm - 4pm. An Open Morning will also be held on Tuesday, 13th January 9.15am – 10.30am. If parents cannot attend these sessions, contact the school office for individual tours with the Principal and/or Vice Principal.

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.

As a recently transformed Integrated school we note the definition of an integrated school as outlined in the Integrated Education Act 2022. We are committed to achieving community balance within our school and welcome applications from pupils from all communities, backgrounds, and abilities.

It is the responsibility of all parents/guardians to ensure that all information which is relevant to the admission criteria is included on the statutory application, even if it already known to the school. It is particularly important to provide information regarding their child's religious tradition or non-denomination.

The religious affiliation/community background (Protestant, Catholic or Other/None) of a pupil will be determined by one of the following methods:

- a) For parents/guardians applying for a place via the Education Authority's **online application** you will be prompted to and must select your child's religious affiliation when completing the form;

or

- b) A Pre-Enrolment Form can be obtained from our school website or school office if required or you can provide alternative written confirmation to our school. Your Pre-Enrolment Form/written confirmation of religion must be sent directly to our school by 4.00pm 26 January 2026, or

or

- c) If the parents/guardian(s) do not supply this required information, then your child's application will be considered with those from the majority category of that year's applicants.

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.

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.

In response to the Regulations issued by the Department of Education, the Board of Governors have drawn up the following admissions criteria.

Admissions criteria to be used in the event of the school being oversubscribed with applications for available places.

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.

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.

2. 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 statutory criteria 1-2, the following sub-criteria will be applied in the order set down:

- (a) Children who at the date of their application have a sibling* currently in attendance at the school.
- (b) Children who at the date of their application had a sibling* previously enrolled at the school.
- (c) Children on the basis Cairnshill has been selected as 1st preference.
- (d) Children whose parent/guardian is a permanent employee of the school.
- (e) Priority will be given to children whose permanent residence is the shortest distance from the school. Distance will be determined by a straight line measurement generated electronically using the online programme provided by Ordnance Survey Northern Ireland.
- (f) In the event of a tie for last place, pupils will be selected for admission on the basis of initial letter of surname (as entered on Birth Certificate) in order set out below.

S Q M P B D Y V N Mc G J R X A Mac I W K O C F E T Z H L U

This order was determined by a randomised selection of the letters. In the event of the surnames beginning with the same letter the subsequent letters of the surname will be used. In the event of two identical surnames the first initial of the forename will be used.

In the event of a double-barrelled surname the first surname will be used for purposes of selection.

*The definition of sibling includes brother/sister, half-brother/sister, step-brother/sister and foster brother/sister.

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.
- 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 based on the reapplication of sub-criteria.

Applications after 1 September 2026

Criteria as above.

Please Note:

A copy of the child's birth certificate must accompany the application.

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

Applications for admission to Nursery for September 2026 before the start of the school year.

Letters will be issued advising parents of the nursery for which their child has been accepted/not accepted. After this date all applications that were initially refused, late applications and new applications received will be treated equally and the criteria as listed above will be applied. Your child's name will be automatically added to this list and should a place arise, the school will contact you in writing. This waiting list will be in place until 31 August 2026. Parents must inform the school in writing if they wish to have their child's name added to a new waiting list which will take effect from 1 September 2026.

Applications and Admissions to Pre-School

Year	Total Applications	Total Admissions
2025/2026*	93	52

***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)