

Admissions criteria for entry September 2026

Portavogie Primary School Nursery Unit
New Harbour Road
Portavogie
Newtownards BT22 1EE

Controlled Nursery Unit
Admissions No: 26 (Full-Time)
Session Time: 9.00 am-1.30pm

Principal: Mrs V Murray
Chair of Board of Governors: Mr J Miskimmin

Telephone: 028 42771771
E-mail: vmurray020@c2kni.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 an Admissions Sub-Committee, which includes the Principal, the responsibility for applying these criteria.

Parents who are considering making an application to the Nursery Unit are warmly invited to explore the school's website www.portavogieps.co.uk

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.

Please note that it is the parent's responsibility to ensure that all relevant information regarding the stated admissions criteria is included on the application.

In the event of there being more applications than places available, the following criteria will be applied, in the order set down, to select children for the 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 above statutory criteria 1-2 children will be admitted in accordance with the following sub-criteria in the order stated:

- (a) Children with an older brother/sister (half brother/sister) currently enrolled at Portavogie Primary School (P1-7) or who have had a sibling attend, please state name and class on your application;
- (b) Children who are the eldest or only child in the family
- (c) Children who live closest by road to Portavogie Primary School as calculated by RAC Route Planner. Distance will be measured using the RAC Route Planner tool, with the start point being the child's home address and the end point being the main entrance of Portavogie Primary School. The driving route distance (in miles) will be used.

Tie Breaker – Statutory Criterion

In the event of over-subscription in the last criterion which can be applied, then selection for all remaining places will be on the basis of the initial letter of the surname as per birth certificate in the order set out below:-

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

The order was determined by a randomised selection of letters of the alphabet using www.gigacalculator.com/randomizers/random-letter-generator

In the event of surnames beginning with the same letter the subsequent letters of the surname will be used in alphabetical order. In the event of two identical surnames the alphabetical order of the initial letter of the first name will be used as stipulated on the child's Birth Certificate.

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, the child who lives closest to the school as calculated by the RAC Route Planner, will be given priority.

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

Should a vacancy arise after the Open Enrolment Admission procedure concludes, all applications that were initially refused, new applications, late applications and applications where new information has been provided will be treated equally and the published criteria applied. This waiting list will be in place until the end of the academic year.

Applications and Admissions to Pre-School

Year	Total Applications	Total Admissions
2025/2026*	53	30

***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)