

Hollywood Nursery School  
66 Church Road  
Hollywood  
BT18 9BU

Controlled Nursery School  
Admissions No: 78 (Part-time)  
Session Times – Morning Session: 9:00am – 11:30am  
Afternoon Session: 12.00 noon – 2:30pm

Principal: Ms C Majury BEd (Hons) DASE PQH  
Chair of Board of Governors: Mrs B K Todd

Telephone: 028 9042 5012

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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.

### 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 7 January 2020 at 12noon (GMT) and an application submitted by the closing date of 30 January 2020 at 12noon (GMT) will be treated as a punctual application. An application received after 12noon (GMT) on 30 January 2020 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.

### **If the school is over-subscribed, the following criteria will be applied in order 1-3:**

- 1 Children from socially disadvantaged circumstances who were born between 2 July 2016 and 1 July 2017.
- 2 Children born between 2 July 2016 and 1 July 2017 - both dates inclusive.
- 3 Children born between 2 July 2017 and 1 July 2018 - both dates inclusive – eldest first. Where 2 or more children have the same date of birth final selection will be by distance from the school as measured as the crow flies, by Google Maps and in the event of being unable to distinguish between the final two applicants (ie both having a permanent residential address being an identical distance from the school) then a tie break criteria will be used on the basis of initial letter(s) of the child's surname (as entered on the Birth Certificate) in order set out below.

**Note: Children from 'socially disadvantaged circumstances' means a child whose parent is in receipt of (i) Income Support, or (ii) Income-based Jobseeker's Allowance, or (iii) an award of Income Support which has been converted into an Employment and Support Allowance and the level of benefit remains the same, or (iv) Universal Credit. When parents apply for places for their child on this basis they must have their Benefit Verification stamped by the Social Security/Jobs and Benefits Office to confirm that they are in receipt of a qualifying payment. This should then be sent by the parent directly to the provider of first preference.**

### Sub-Criteria

In the event of over-subscription in criteria 1-2 the following sub-criteria will be applied in order. Preference will be given to:

- (a) Distance between the School and the parent(s)/guardian(s) permanent residential address with preference given to applications from children living in closest proximity to the school as measured as the crow flies, by Google Maps.

In the event of being unable to distinguish between the final two applicants (ie both having a permanent residential address being an identical distance from the school) then a tie break criteria will be used on the basis of initial letter(s) of the child's surname (as entered on the Birth Certificate) in order set out below.

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

Any remaining applicants will be placed on a waiting list using the criteria listed above to determine their position on the list.

### Duty to Verify

Applicants should note that where an address 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 following four documents with their application:

- A bank or building society statement which shows the permanent residence of the child;
- A utility bill (for instance, electricity, gas, tv licence, telephone) which shows the permanent residence of the child;
- A letter awarding child benefit to the child or another letter relating to this benefit;
- Current Driving Licence or Payslip

**This is in addition to the standard requirement to provide a birth certificate in order to demonstrate whether or not the child is of the age stated and should also be provided directly to the first preference provider.**

## Admissions criteria for entry September 2020

*Original documents are required and not facsimiles or photocopies. Original documents will be verified and photocopied by the school at the time of submission and a receipt provided.*

*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 8 June 2020 applications will be considered in accordance with the waiting list policy which is available on request from the School.