

Brooklands Primary School Nursery Unit
Brooklands Avenue
Dundonald
Belfast BT16 2PA

Controlled Nursery Unit
Admissions No.: 52 Full-time places
Full-time Sessions: 8:50am – 1:20pm
A mid-day meal is available

Principal: Mrs F. Smart
Teacher-in-Charge: Miss A. Doherty
Chair of Board of Governors: Rev. R McIlhatton

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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 a Selection Committee consisting of the Principal subject to the final approval of the Board of Governors. The admissions criteria will be reviewed annually by the Selection Committee. Any reference herein to the term Board of Governors includes any Sub-Committee appointed by the Board of Governors for the purposes of applying the admissions 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 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.

When applying for a pre-school place, please upload verification documents as outlined during the application process by **4pm on MONDAY 26 JANUARY 2026.** (i.e. Benefit Verification and Birth Certificate).

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 Nursery 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

If there are more children satisfying the last criterion above, which can be applied, then selection for the remaining places will be on the application of the following sub-criteria in the order set down below:

- a) Children who name Brooklands Nursery Unit as their First Preference
- b) Children who, at the date of their application, have a 'child of the family' * (**See note 1**) currently enrolled at, or who have made an application to attend, Brooklands Primary School. Children's names and current classes must be listed.
- c) Children who, at the date of their application, are the eldest child** (**See note 2**) of the family to be eligible to apply for admission to Brooklands Nursery Unit.
- d) Children who, at the date of their application, reside in the catchment area of BT16

e) Other children

In the event of over-subscription in the last sub-criterion that can be applied, then, selection for all places remaining will be on the basis of the initial letter of the surname as entered on the Birth Certificate in the order set out below:

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

This order was determined by a randomised selection of letters. In the event of surnames beginning with the same initial 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 initials of the forenames will be used.

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.

If oversubscribed in criterion 3 children will be selected by chronological age of the child starting with the oldest. If two children have the same date of birth the above random selection of letters will be applied.

* **NOTE 1** The Department of Education states that 'Child of the Family' covers a child born to a married couple or to a couple in a civil partnership; a child born to a co-habiting couple; a child born to a single parent; a child of either/any of those people by a previous marriage, civil partnership or relationship; a child living with a couple who has been treated as a 'child of the family' whether there is a marriage or civil partnership or not; a child living with an individual who has been treated as a 'child of the family'; an adopted or fostered child; a situation where, for example, an orphaned cousin is being brought up with a family or individual. The child should be a child of the family as at the date of application.

** **Note 2** Eldest Child covers only children and treats twins (or other multiples) as joint eldest.

Documents which may be used to verify eldest child include the Child Benefit Letter, a letter from a member of the Clergy, Solicitor, or Public Servant such as a Health or Education professional directly involved with the family.

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 Tuesday 19th May 2026 all applications for admission to Brooklands Nursery Unit, 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 30th June 2027.

The school will contact you in writing if your child gains a place in the school by this method.

Applications and Admissions to Pre-School

Year	Total Applications	Total Admissions
2025/2026*	121	53

****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)