

# Ballinamallard Primary & Community Nursery School



*School  
Prospectus*



~Life Long Learning

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# School Details

## Ballinamallard Primary & Community Nursery School



Ballinamallard is a controlled school for ages 4-11, with a Nursery for children aged 2-4.

Address: 19 Baragh Road

Ballinamallard

Co Fermanagh

BT94 2NY

Tel No: 028 6638 8262

Email: [info@ballinamallardps.enniskillen.ni.sch.uk](mailto:info@ballinamallardps.enniskillen.ni.sch.uk)

Website: [www.ballinamallardps.com](http://www.ballinamallardps.com)

Chair Person of the Board of Governors: Rev J Beacom

Principal: Mrs C McEldowney



# Letter from the Principal

Welcome to Ballinamallard Primary & Community Nursery School.

Thank you for taking the time and interest to consider Ballinamallard Primary School and Community Nursery as a suitable school for your child.

Our prospectus is intended to provide you with some information about who we are and the enriched learning experiences we can offer your child.

A good partnership between school and home plays a key role in every child's development.

As a staff we are committed to ensuring that your child will have a safe, happy and successful time. All children are valued and can develop to the best of their abilities.

Ballinamallard Primary and Community Nursery School promotes a warm, caring and friendly ethos. Children are at the heart of our school. Your child's happiness and education are of paramount importance to us and we strive to meet the needs of all our pupils.

Should you require any additional information, or if you wish to see around the school, please do not hesitate to contact us.

We look forward to meeting you and your child over the coming months.

Yours sincerely,

C McEldowney

Principal



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# Mission Statement

## Mission Statement

Ballinamallard Primary & Community Nursery School promotes high achievement and learning for life by working with children to:

- Be highly motivated life-long learners who can work independently and collaboratively within an ever changing world.
- Provide a broad and balanced curriculum which caters for all children through different learning styles.
- Provide a secure and happy atmosphere within which children can learn effectively and will be sensitively cared for by staff that are supportive of this aim.
- Provide a creative environment which enables each child to work with staff towards achieving their potential; academically, socially, emotionally, mentally and physically.
- Become responsible citizens by being tolerant and respectful of themselves, others and the environment.
- Encourage them to develop confidence and independence in an environment that celebrates achievement and develops self-esteem and self-discipline.
- Foster an atmosphere which encourages acceptable behaviour based on shared values, positive example and consistency.
- Create a learning partnership between school, governors, home and the wider community which involves and supports parents in the life of the school.
- Create a school community where, being gentle, kind, honest, hard-working, careful and a good listener is valued and encouraged (Golden Rules).
- Involve parents in the life of the school so that they become partners with the school, the mutual sharing of relevant information being encouraged.

## School Timetable

	<b>Nursery</b>	<b>Primary</b>
Morning Session	8.50am – 11.20am	9.00am – 12.30pm Break 10.45am – 11.00am
Lunch		12.30pm – 1.15pm
Afternoon Session		1.15pm – 2.00pm (Yrs 1&2) After School Club for Yrs 1&2 from 2 to 3pm 1.15 pm–3.00 pm (Yrs 3-7) After School Club from 3 to 5.30pm Mon to Wed

# Meet the Staff

Our staff are hardworking and enthusiastic, taking every opportunity to enhance their own skills through attending professional development courses and involving the school in new initiatives. At the moment this is how classes are organised but this will be subject to change each school year.

## Our Nursery Team



Mrs Kerr  
(Teacher)



Mrs Johnston  
(Nursery  
Assistant)



Mrs Monteith  
(Nursery  
Assistant)



Mrs Orr  
(Classroom  
Assistant)

## Our Foundation & Key Stage 1 Team

### Year 1



Miss Morrison  
(Teacher)



Mrs Simpson  
(Classroom  
Assistant)



Mrs Armstrong  
(Classroom  
Assistant)

### Year 2



Mrs Moore  
(Teacher)



Mrs McBride  
(Classroom Asst)



Mrs Watson  
(Classroom Asst)



Mrs Starrett  
(Classroom Asst)



Mrs Johnston  
(Classroom Asst)

### Year 3



Miss Byers  
(Teacher)  
(Part time)

### Year 4



Mrs Magee  
(Teacher)



Mrs Anderson  
(Classroom  
Assistant)

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# Meet the Staff

## Our Key Stage 2 Team

Year 5



Mrs McEldowney  
(Teaching Principal)



Mrs Morrison  
(Teacher)



Mrs McElhinney  
(Classroom Assistant)



Mrs Bakir  
(Classroom Assistant)

Year 6/7



Mrs Hassard  
(Teacher)



Mrs Haire  
(Classroom  
Assistant)

School Secretary



Mrs R Coulter

The Kitchen Staff



Mrs W Clarke, Mrs L Kee  
& Mrs L Fergusson

Building Supervisor &  
Cleaning Staff



Mrs C Armstrong & Mrs S Noble

# Starting Nursery



Our Nursery School offers morning places for twenty-six children. The highly trained and experienced staff, provide the children with a wide range of learning opportunities through play. This information will help to answer some questions about how your child can join the Nursery School for what will be one of the most important stages in their lives.

## **When can my child start Nursery School?**

*A child who will be three on or before the first of July 2024 can start Nursery School in September 2024. (see Admission Policy at back of Prospectus for further details in line with the School Age Act (NI) 2022)*

## **How and where can I apply for a place in a Nursery School?**

*As from 9<sup>th</sup> January 2024, parents can apply on line for a place, including the listing of preferences and will have the opportunity to amend their submitted application until the closing date. For admission to the forthcoming academic year, parents will upload their child's Birth Certificate and any other verifying documents stipulated in the admission criteria along with their online application.*

## **Will all people who apply for a place be successful in being offered one?**

*Possibly not, if more people apply than there are places, pupils will be selected using the Admission Criteria which can be viewed on the EA's website – [www.eani.org.uk](http://www.eani.org.uk) from Tuesday 12 December 2023. (also included on page 25)*

## **My child will not be three until after 1 July 2024, could they start Nursery in September 2024?**

*If all places are not taken by children who will be 3 on or before 1st July 2024 they can be offered to the younger children in June 2024. (see Admission Policy at back of Prospectus for further details)*

## **When do applications need to be submitted?**

*The Go Live date for the digital admissions is Tuesday 9 January 2024 at 12 noon. The closing date and time will be Friday 26 January 2024 at 12 noon.*

## **What happens if my application form is late?**

*Late applications can be considered BUT earlier applications will get first offers.*



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# Starting Nursery

## **Where can I get advice on the completion of submitting an application form?**

There is information for the pre-school admission process on [www.eani.org.uk/digitaladmission](http://www.eani.org.uk/digitaladmission) from the 12th Dec 2023.

## **Do I have to state a second preference on the application form?**

We would advise parent(s) to state at least a second preference to ensure being offered a place on 25<sup>th</sup> April 2024.

## **Why should I send my child to Ballinamallard Community Nursery School?**

We provide a happy caring environment where your child is our first priority. Without realising it, they learn their science, maths, language and many other subjects through play. The activities are carefully planned and structured to take each child's individual needs into account. In addition to being run by a highly experienced and qualified teacher and assistant, the Nursery also takes advantage of educational support services to help our children. **'the positive, stimulating learning environment in the Nursery develops effectively the children's language development, creativity, decision-making and self-management skills.'** (ETI inspection report June 2016)

## **Can I see around the Nursery School?**

We are having an Open Day on Wednesday 6 December 2023 between 12 and 1pm. Please feel free to visit between these times. Please contact school (02866388262) if you wish to speak with the Principal for further information.

## **When will we know if our child has been successful in obtaining a place for September 2024?**

The following dates have been set for all Nursery Schools, and other providers.

26 Jan 2024 First closing date for receipt of applications. (Stage One)

25 April 2024 Offer of places either via Online Portal or posted to parents of pre-school children.

11 June 2024 Offer of places to late applicants and under age children.

## **What if I have any more questions?**

Please ask. We will be only too glad to answer any queries which you may have. Either phone the Primary School or call in to have a word. Please remember that a school is a busy place and it would be better to book an appointment.

## **Ballinamallard Community Nursery School**

Mrs C McEldowney, Principal, Ballinamallard Primary School Telephone 02866 388262

Nursery telephone 02866 388997

Email:- [info@ballinamallardps.enniskillen.ni.sch.uk](mailto:info@ballinamallardps.enniskillen.ni.sch.uk)

Website:- [www.ballinamallardps.com](http://www.ballinamallardps.com)



# Starting Year 1



## **When does my child have to start school?**

*A child who will be four on or before the first of July 2024 starts school in September 2024.*

## **My child is in the Nursery. Do I still need to apply?**

*Yes. As from 9<sup>th</sup> January 2024, parents can apply on line for a place, including the listing of preferences and will have the opportunity to amend their submitted application until the closing date. For admission to the forthcoming academic year, parents will upload their child's Birth Certificate and any other verifying documents stipulated in the admission criteria along with their online application.*

## **When do application forms need to be in?**

*Friday 26 January 2024 by 12 noon.*

## **What happens if my application form is late?**

*After 26 January, schools will allocate places to as many children as they are allowed to. If a school still has places available, they can allocate these to late applicants.*

## **Where can I get information about schools?**

*The Education Authority has published information on all schools [www.eani.org.uk/admissions](http://www.eani.org.uk/admissions) which will be available from Tuesday 12th December 2023. (See our Admission Policy on page 27)*

## **Who is sent a letter regarding children eligible to start school?**

*During November/December 2023, we will contact parents of children we know of in our area and at the Nursery.*

## **Why should I apply for a place at Ballinamallard?**

*You want the best for your child, so do we. By working together, we can achieve this.*

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# Starting Year 1

## **When will I know if a place has been given to my child?**

*Notification of places offered will be either via the Online Portal or posted out for receipt on Thursday 25 April 2024.*

## **My child has Special Needs, who can I discuss this with?**

*If your child is with a Nursery School or Pre-school provider, they will already have discussed their needs with you and if need be, contacted the support services. With your permission, information should be passed on to the school, but it is also important that you share such matters with us. Please contact Mrs McEldowney at school.*

## **How do I prepare my child for starting school?**

*All applicants to Ballinamallard Primary School will be given a small booklet with helpful hints on preparing their child.*

*We run a transition programme which includes our Year One teacher visiting all new pupils while still in their Pre-School setting and parents of P1 children will have the opportunity to meet the class teacher, assistant and principal at a series of induction meetings held in June. Parents are provided with a starter pack, which give all details regarding the school's arrangements. Nursery children are given the opportunity to visit the Primary School on different occasions, meet their peers during play sessions and our Yr 6 pupils will become 'buddies' to the children. This ensures your child sees familiar faces when they start in September.*

*We are having an Open Day on **Wednesday 6 December 2023 between 10.45am and 12pm**. Please feel free to visit between these times. Please contact school (02866388262) if you wish to speak with the Principal for further information. Please visit our school website for more information as well.*

## **What if I have any more questions?**

*Please ask. We will be only too glad to answer any queries which you may have. Feel free to phone or call in and we look forward to speaking to you.*

I hope this information is useful in explaining how arrangements are made for children to start school. We believe that a child's time at school is one that should be treasured. It is important that parents and schools come together in partnership to ensure that the children get the quality of education they deserve. With your help we can ensure this.

**Mrs C McEldowney**

Principal

**Ballinamallard Primary & Community Nursery School**

Tel: 02866 388262 Email: [info@ballinamallardps.enniskillen.ni.sch.uk](mailto:info@ballinamallardps.enniskillen.ni.sch.uk)

Website:- [www.ballinamallardps.com](http://www.ballinamallardps.com)

# School Uniform

In the Primary School -

Shirt/blouse/polo shirt	Light Blue (White for P.E.)
Trousers/skirt/pinafore	Grey
School Sweatshirt (V-neck/Round neck)	Navy
Cardigan	Navy
Tie (Optional with shirt/blouse)	Navy
Shoes	Black/Navy

Nursery children wear navy tracksuit bottoms, a yellow polo shirt and a red jumper with the school logo on it. The Nursery jumpers can be bought directly from the school.

(Sandals of any colour or coloured canvas shoes may be worn during the summer term and in the month of September.

**(NB Trainers are not part of the school uniform)**

Blue gingham dress or navy/grey shorts are optional during the summer term and in the month of September.

Items of school uniform can be bought from School Days, 48 Belmore Street, Enniskillen, BT74 6AA and Kells in Irvinestown.

## **P.E./Games**

### **P.E. kit for Years 1 to 7**

White top and navy shorts.

For reasons of safety / personal hygiene, all children are asked to change for each lesson. Suitable clothing would consist of T-shirt / shorts and suitable footwear.

PE kits should be brought to school in a drawstring type bag.

Black slip-on pumps are ideal; trainers with Velcro fasteners are acceptable.

## **Toys, Jewellery and Valuables**

We strongly recommend that children do not bring toys or items to school unless specifically asked to by a teacher. Children should not wear jewellery. Where a child has pierced ears, in the interests of safety they should only wear studs.

# Learning Opportunities

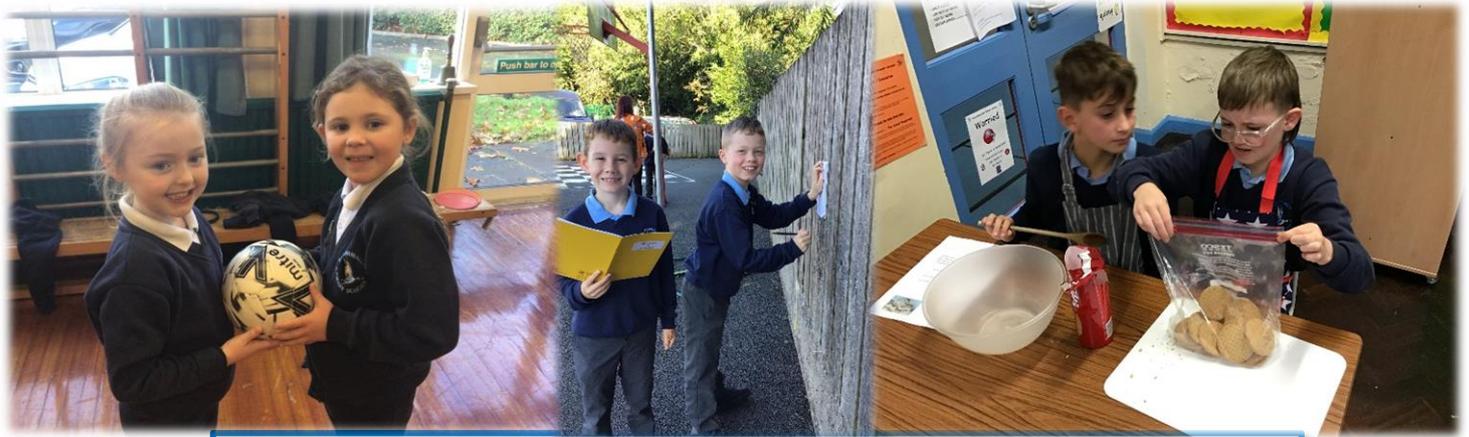
We have a huge range of excellent resources and great opportunities for your child.



- ~ Purpose built self-contained Nursery
- ~ Bright spacious well-resourced classrooms
- ~ Designated resource area for FS/Key Stage 1
- ~ Interactive white-boards in all classrooms
- ~ Laptops, chrome books and I-Pads
- ~ Bee Bot, Pro Bots and Microbits (Programming in ICT)
- ~ Outdoor environmental education area
- ~ All weather play area
- ~ Adventure trail and Lucy's Den
- ~ Early years outdoor play area
- ~ Outdoor Classroom
- ~ School garden, Greenhouse and Poly Tunnel
- ~ Forest School
- ~ School Council
- ~ School trips
- ~ Links with the local community
- ~ Visitors and educational talks
- ~ Parent information sessions
- ~ Class Assemblies and School Productions
- ~ Choir
- ~ Music tuition for strings and brass
- ~ Paired Reading
- ~ Book Fair
- ~ Library
- ~ Book Club
- ~ Dyslexia Friendly status
- ~ Shared Education
- ~ Playground buddies
- ~ Swimming
- ~ Extended day support with a Breakfast & 2-3pm Club every day. Mon to Wed After School Club until 5.30pm
- ~ PATHS initiative
- ~ Junior Road Safety Officer Scheme
- ~ Credit Union
- ~ Wide selection of After School Clubs

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# School Clubs



Here are some examples of Clubs that we have run:

SU Club

Art & Craft

Rugby

Football

Transfer Club

Scripture Union

Hockey

Multisports

Gardening

Cookery

Credit Union

Breakfast Club

Cycling Proficiency

2-3 Afternoon Club  
(for Yr 1 & 2 children)

Gymnastics

Dance

ICT

After School Club to 5.30pm



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# What our children say...

Some comments from our pupils about the school.

“It is a great school to go to because there are lots of very kind people who will help you.”

“There are lots of great toys for outdoor play.”



“Everyone is friendly.”

“School is where we learn lots of new things.”

“The teachers and classroom assistants are kind to us.”

“We are all encouraged to do our best.”

“School has fun and different ways to guarantee that we learn.”

# Teaching and Learning

Obviously this is the most important area of our work and one which can only be touched on briefly here. We teach a broad and balanced NI Curriculum which includes Numeracy, Literacy, WAU, PDMU, The Arts, RE and PE.

In Ballinamallard Primary and Community Nursery School we believe that all children:

- Have an innate desire to learn.
- Can learn and that they learn best when they experience ownership of their learning.
- Can improve their learning by developing an awareness of their own learning style and learning processes.
- Learn effectively when they integrate experience, imagination, information, application and emotion.
- Can learn from each other and that regular feedback from teachers and each other is vital for them.

The aims for Learning and Teaching in this school are to:

- Provide opportunities for children to develop as autonomous learners.
- Ensure through planning, that all learning styles are catered for.
- Involve parents in genuine partnership with the school.
- Ensure that the self-esteem of staff, pupils and parents is raised.
- Meet the needs of all children by providing them with a safe and stress free environment in which to learn.
- Identify gifted and talented children and to provide adequate stimulus and enrichment.
- Enable children to become self-aware, confident, independent, interdependent and creative.

## **ASSESSMENT AND REPORTING**

Parents will be informed of their child's progress by the statutory annual report issued in June. A further report, stating end of Key Stage 1 (Year 4) and 2 (Year 7) Assessment outcomes will be issued in June. In October parents have the opportunity to meet their child's class teacher to discuss progress. Many parents keep in touch with the teacher on an informal basis.

Any queries, comments or complaints regarding the curriculum should be made, in writing, in the first instance to the Principal.

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# Teaching and Learning

## EDUCATION AND TRAINING INSPECTORATE

Our last Inspection Report from ETi (Oct 2017), awarded the school with the **highest category**: We have a ‘...high level of capacity for sustained improvement in the interest of all the learners.’

The main findings of the report were:

- ✓ The quality and effectiveness of leadership and management, and action to promote improvement are very good.
- ✓ Outcomes for learners are very good.
- ✓ Children display enthusiasm for their learning and are confident when engaging with each other and with the adults who support their learning.
- ✓ Children’s high quality extended writing is clearly evident across a broad range of genre.
- ✓ The most able children in year 7 read with fluency and are able to talk about a range of favourite authors and writing styles.
- ✓ In numeracy, there are opportunities for the children to reason, justify and explain their thinking using a wide range of appropriate specific mathematical vocabulary.
- ✓ The most able children in year 7 are confident in explaining the strategies they use to make calculations and solve number problems.
- ✓ ICT is used well by the children across the curriculum to express ideas and explore new topic areas.
- ✓ Activities are skilfully differentiated to provide challenge for the more able and support for those with additional learning needs.
- ✓ The children’s progress is monitored carefully by the class teacher and detailed evaluations are used effectively to inform future planning; classroom assistants now contribute regularly to this process.
- ✓ There are strong links with the Nursery Unit to ensure progression in learning and teaching for the younger children.



# Teaching and Learning

## **HOMEWORK**

Homework is seen as important and parents' co-operation is sought. Homework plays an integral role in a child's education. We depend on the support of parents/guardians to take an active part in their child's homework. We ask that parents sign their child's homework each night to confirm completion.

## **RELIGIOUS EDUCATION**

Non-denominational religious education will be available to all children. This programme follows the core curriculum as set out by the Department of Education for Northern Ireland. In addition to classroom work, pupils attend Assembly on a weekly basis. Parents have the right to withdraw their children from R.E. lessons and collective worship and should inform the principal, in writing, if they wish to exercise this right. The school will take great care in trying to ensure that any children in this position are not made to feel excluded from the general life of the school.

## **SCHOOL BUILDINGS**

As well as the usual offices, cloakrooms, stores and so on, our school has seven classrooms, a multi-purpose hall used for dining, Assemblies, PE, drama etc., two resource areas, one of which is used as a library, and several small group rooms.

Our Nursery building has several small group rooms as well as the main classroom. The Nursery has a safely secured outdoor play area with a range of surfaces which the children can use daily.

We have an extensive playground, garden areas and a sports pitch including an adventure trail and climbing frame. The Foundation Stage have their own secure outdoor play area with a covered roof that is accessed from our foundation stage classrooms. We have a large, well laid out car park.



**The Primary School**



**Foundation Stage Play Area**



**Our Nursery School**

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# School Awards



# Children's Awards

## Swimming Awards



Heart Start

Strings and Brass Awards



# HEART START



## Cycling Proficiency Scheme



Class and Head Teacher Awards



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# Food in School

## Please help us keep school a Nut Free Zone

Some children in school are allergic to nuts. For their safety, we do not permit nuts of any sort in school. Please help us keep our children safe.

**Breakfast** is now available each morning from 8.30 am to 8.55 am.

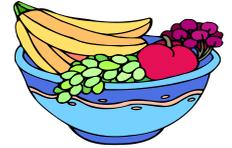
Tea/Coffee	-	40p
Buttered Toast	-	25p
Rice Krispies + milk	-	30p
Corn Flakes + milk	-	30p
Hot Chocolate	-	45p
Pancakes	-	40p
Scone	-	35p

(These prices are subject to change)



## Morning Snack / School Milk

For those who wish, milk is available at morning break. At present the milk must be ordered over a termly period at a cost of 21p for each third of a pint. The children may bring in a healthy snack to eat during morning break.



**Every day is a crisp and sweet free day.**

**The option of purchasing a snack every day is available.**

**Children can choose from Fruit Cups 45p, Bagels 45p & Pancakes 40p.**

## Lunch - Time

Children staying in school during dinnertime may choose to bring their own lunch and drink, (no cans or glass please) or have school dinner.

At the beginning of each year a school dinner menu is sent home so that children may choose which days they would like to have dinner.

Dinners are ordered on a weekly/monthly basis; money being brought to school on **the first day of each week/month**. At present the cost is £2.60 per meal, £13.00 for a full week.

As with all monies brought into school, please ensure that you send the correct change in a named envelope. With younger children it is always advisable to send money in a sealed envelope. Money pouches are available @ £2.50 for 40.

*"The Nursery and School gives very good attention to promoting healthy eating and physical activity thereby encouraging the children to adopt healthy lifestyles."* From Education Training Inspectorate Report.

# School Holidays

## Holidays

Dates for the School year 2023/2024

<b>Autumn Term 2023</b>		
First day of term	School Open	Wed 30 August 2023 (1.00pm closure on both Wed 30 & Thurs 31 Aug 2023)
Half term	School Closed	Mon 30 Oct - Fri 3 Nov 2023 (Inclusive)
Staff Training	School Closed	Mon 6 Nov 2023
Last day of term	School Open	Thurs 21 December 2023 (12.30pm closure)
<b>Spring Term 2024</b>		
Staff Training	School Closed	Thurs 4 Jan 2024
First day of term	School Open	Fri 5 Jan 2024
Half Term	School Closed	Thurs 15, Fri 16, Mon 19 Feb 2024
Staff Training	School Closed	Mon 18 March 2024
Last day of term	School Open	Fri 22 March 2024 (12.30pm closure)
Staff Training	School Closed	Mon 25 March 2024
<b>Summer Term 2024</b>		
First day of term	School Open	Mon 8 April 2024
Bank Holiday	School Closed	Mon 6 May 2024
Bank Holiday	School Closed	Mon 27 May 2024
Last day of term	School Open	Fri 28 June (12.30pm closure)

Parents will be notified of school closings as soon as possible after the beginning of each term. In the event of an emergency closing of school e.g. extreme weather, every attempt will be made to notify parents to enable them to make alternative arrangements. This would be communicated through our school app, text messaging service and the BBC Northern Ireland website. [[www.bbc.co.uk/northernireland](http://www.bbc.co.uk/northernireland)]



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# Child Protection & Safeguarding

*“The pastoral care in the school is highly effective. The welcoming ethos creates a caring learning environment and promotes good quality working relationships across the school. Of particular note, is the school’s commitment to support and improve the children’s personal, emotional and social skills with a range of age-appropriate programmes and by very good engagement with external agencies. The children develop leadership skills in their involvement in the school- and eco-councils and the playground ‘buddy scheme’. Through a range of extra-curricular activities, which include sport, music and gardening, the children’s interests develop and their learning advances.”*

As published in the school’s report by the Education Training Inspectorate.  
(June 2016)

The school prides itself in its pastoral care of both pupils and staff. Mrs McEldowney is the Designated teacher for Child Protection, Mrs Magee, Mrs Hassard and Mrs Kerr are the Deputy Designated teachers.



**Mrs McEldowney**



**Mrs Magee**



**Mrs Hassard**



**Mrs Kerr**

## **Our School Council**

There are representatives on our school council from Yr 2 to 7 within the school and they meet throughout the year to discuss school life and how they feel it could be improved. The School Council organise and run different events throughout the year. Some of these events include non-uniform days, raffles and selling items all to raise money to buy resources which the school council choose.

# The Positive Approach to Behaviour

Along with our work on PATHS (Promoting Alternative Thinking Strategies) our school follows a Positive Behaviour Policy, which promotes high standards of behaviour, based on the 'Golden Rules'.

This approach includes promoting and supporting appropriate behaviour through good relationships, praise and reward and employing effective, consistent sanctions. Good manners and respect for each other is something we feel is essential.



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# Parents, Teachers & Friends Association



This group is a vital support to the school and enables us to provide resources and experiences for our pupils that would otherwise not be possible.

Our hardworking members have organised fundraising events at various times throughout the school year. These include a Christmas Fun Night, Movie Nights, Discos, Dress Down Days, Crazy Hair Day, just to name a few!

These fundraising efforts help to enrich and enhance our children's learning experiences. This money has helped to purchase additional classroom resources, ICT equipment and resources, e.g., an interactive whiteboard, ipads, some furniture for our library area and play resources.

As well as the fundraising dimension the PTFA helps to build positive relationships between all members of the school community.



# Admissions, Remissions, Policies

## ADMISSION CRITERIA for Nursery Intake

Ballinamallard Community Nursery School  
c/o Ballinamallard Primary School  
6 Irvinestown Road  
Ballinamallard BT94 2GG

Community Nursery School  
Admissions No: 26 (part-time)  
Opening Times: 8:50am – 11:20am

Principal: Mrs Christina McEldowney  
Chair of Board of Governors: Rev J Beacom

Telephone: Nursery - 028 6638 8997  
Primary - 028 6638 8262  
E-mail: [info@ballinamallardps.enniskillen.ni.sch.uk](mailto:info@ballinamallardps.enniskillen.ni.sch.uk)

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### Respective Functions of the Board of Governors and the Principal in relation to admissions.

The Admissions Criteria will be applied by a Selection Committee consisting of the Principal and three Governor Members.

*An application is required for a child seeking a second year in the Nursery School.*

Children who are not normally resident in Northern Ireland will not be considered for places until all children who live in Northern Ireland have been considered.

The Board of Governors have determined that, in the event of more applicants than the places available the following criteria will be applied, in the order set down to select children for the available places.

### 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 9 January 2024 at 12noon (GMT) and an application submitted by the closing date of 26 January 2024 at 12noon (GMT) will be treated as a punctual application. An application received after 12noon (GMT) on 26 January 2024 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.

### The following Admissions criteria will be applied in the order set down:-

#### Statutory Criteria

1. Children from socially disadvantaged circumstances in their final pre-school year who were born:

- on or between 2 July 2020 and 1 July 2021 (inclusive) and whose parents have not exercised their right to defer their child's entry to primary school; or,
- on or between 1 April 2020 and 1 July 2020 (inclusive) 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 2025.

**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 pupils satisfying the last criterion (1&2) which can be applied, then the following sub-criteria will be applied in the order set down: -

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- a. Children who reside in the Wards of Ballinamallard, Lisnarick or Irvinestown.
- b. Children who have a sibling currently attending Ballinamallard Primary School, or are the eldest child of a family. (school will contact you directly if further documentation is required to verify this criterion).
- c. Children for whom Ballinamallard Community Nursery is the nearest to their normal place of residence. In the event of two or more residing identical distances, the distance will be measured by Google Maps driving distance from the unit's front door, selection will be made using the random alphabetical tie-breaker as listed below.

In the event of over-subscription in the last criterion applied in order, then selection for all places remaining in this category will be on the basis of the initial letter of the surname, in the order set out below:

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

The order was determined by a computerised random selection of the letters of the alphabet. In the event of surnames beginning with the same initial letter the subsequent letters of the surnames 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.

It is important that parent(s)/guardian(s) when submitting the application form give all the relevant supporting information and written evidence that may be needed including the child's birth certificate. If a place is offered on the basis of incorrect or misleading information, then the Management Committee may withdraw the offer.

### **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 & 2) applications.**

3. Children who were born:

- on or between 1 April 2020 - 1 July 2020 (inclusive)
  - 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 2021 and 1 July 2022 (inclusive); or,
- on or between 1 April 2021 and 1 July 2021 (inclusive) and that child's parent has completed a request to defer their child starting P1 until September 2026.

### **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 above random selection of letters will be used.

### **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 11 June 2024, all applications for admission to Ballinamallard Community Nursery 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 31 October 2024.

The school will contact you in writing if your child gains a place in the school by this method. Your child's name will be automatically added to the list. Please contact the school if you wish for your child's name to be removed from the list.

### **Nursery Admissions after 1 September 2024**

The same criteria will be used for applications after 1 September 2024.

## ADMISSION CRITERIA for P1 Intake

Ballinamallard Primary School  
19 Baragh Road  
Ballinamallard  
Enniskillen  
BT94 2NY

Controlled Primary School

Enrolment No: 198

Admission No: 28

Tel/Fax No: 028 6638 8262

E-mail: [info@ballinamallardps.enniskillen.ni.sch.uk](mailto:info@ballinamallardps.enniskillen.ni.sch.uk)

PRINCIPAL: Mrs. Christina McEldowney

CHAIR OF BOARD OF GOVERNORS: Rev J Beacom

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### RESPECTIVE FUNCTIONS OF THE BOARD OF GOVERNORS AND PRINCIPAL IN RELATION TO ADMISSIONS.

The Board of Governors have delegated to an Admissions Sub-Committee, the task of selecting pupils for admission. The Sub-Committee consists of the Principal and three other Governors.

### ADMISSIONS CRITERIA – YEAR 1

During the admissions procedure when applying the criteria punctual applications will be considered before late applications are considered. The application procedure opens on 9 January 2024 at 12noon (GMT) and an application submitted by the closing date of 26 January 2024 at 12noon (GMT) will be treated as a punctual application. An application received after 12noon (GMT) on 26 January 2024 and up to 4 pm on 31 January 2024 will be treated as a late application, this is also the last date and time for processing a change of preference in exceptional circumstances. After 4 pm on 31 January 2024 no applications will be processed until after the close of procedure on 25 April 2024.

Priority will be given to children who will have attained compulsory school age at the time of their proposed admission, including those children whose parents deferred their admission to primary school in September 2023 as defined by the new School Age (NI) Act (both groups to be treated equally).

Priority will be given to children resident in Northern Ireland at the time of their proposed admission to the school before those who are not so resident.

The Board of Governors of Ballinamallard Primary School in striving to serve our community, would wish to offer children in our locality a minimum of 7 years Primary Education. In the event of the number of applications in Year One exceeding the admissions number set by the Department of Education, the following criteria shall be applied in the order set below.

When considering which children should be selected for admission, the Board of Governors will only take into account information which is detailed on or attached to the application form. Examples of such information include whether they have a brother/sister (half-brother/sister) presently enrolled at the school.

#### The following Admissions criteria will be applied:-

- 1 Children who at the date of their application, have a child of the family currently enrolled at the school, or are the eldest child of the family to be eligible to apply for admission to the school (verification may be required).
- 2 Children for whom Ballinamallard Primary School is the nearest Controlled Primary School, as measured by Google Maps driving distance from the school's front door.
- 3 Children who are a Looked After Child (LAC).

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4 Other children of compulsory school age.

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

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

The order was determined by a computerized random selection of letters of the alphabet. In the event of surnames beginning with the same initial letter the subsequent letters of the surnames 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.

**YEAR 1 ADMISSIONS – AFTER THE BEGINNING OF THE SCHOOL YEAR**

If a place(s) become available after 1 September 2024 and there are more applicants than places then selection of pupils will be made on the application of the Year 1 Admissions Criteria to those pupils seeking admission at the time the place(s) become available.

**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. All documentation submitted in support of your application should be provided directly to the school of first preference, including birth certificates. Parents may be asked to provide the following documents to prove eldest or only child: a letter from a member of the Clergy, Solicitor, or Public Servant such as a Health visitor or Education professional to include a pre-school/ Nursery Principal directly involved with the family.

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**

The school does not operate a Waiting List.

**ADMISSIONS CRITERIA – YEARS 2-7**

Pupils will be considered for enrolment provided that:

- (i) the school would not exceed its enrolment number; and
- (ii) in the opinion of the Board of Governors their admission would not prejudice the efficient use of the school's resources.

If, at the time of the consideration of the application, there are more eligible applicants than places available then the Admissions Criteria for entry to Year 1 of pupils of compulsory school age will be applied.

Applications and Admissions to Primary 1		
Year	Total Applications	Total Admissions
2021/2022	12	12
2022/2023	26	26
2023/2024	18	18

The Board of Governors believe in the right to a free education but recognise that there may be circumstances when a charge or request for a donation will be required. Such circumstances are identified in our full Charging and Remission Policy. **All School policies are available upon request from the school office.**



Ballinamallard Primary and Community Nursery School

(Co-educational Controlled School)

19 Baragh Rd

Ballinamallard

BT94 2NY

Primary - 028 66388262 Nursery - 02866388997

Email: [info@ballinamallardps.enniskillen.ni.sch.uk](mailto:info@ballinamallardps.enniskillen.ni.sch.uk)

Website: [www.ballinamallardps.com](http://www.ballinamallardps.com)

Chairman of the Board of Governors – Rev J Beacom

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