

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

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

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 2015 and 1 July 2016.
- 2 Children born between 2 July 2015 and 1 July 2016 - both dates inclusive.
- 3 Children born between 2 July 2016 and 1 July 2017 - 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.

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

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.

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 11 June 2019 applications will be considered in accordance with the waiting list policy which is available on request from the School.