

**St Moninna's Primary School Nursery Unit, Cloughoge**  
81 Chancellors Road  
Newry  
BT35 8NG

**Maintained Nursery Unit**  
Admissions No: 52 (Full-time)  
Session Times: 8:45am – 1:15pm  
A mid-day meal is available

**Principal:** Mr Tomás McKee  
**Chair of Board of Governors:** Mr John Doherty

**Telephone:** 028 3026 2688  
**E-mail:** [info@cloughoge.newry.ni.sch.uk](mailto:info@cloughoge.newry.ni.sch.uk)  
**Website:** [www.stmoninnasps.com](http://www.stmoninnasps.com)

## 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, comprised of the Principal and a named Governor, the responsibility for applying these criteria. Any reference 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](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 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.

### Admissions criteria to be used in the event of the school being oversubscribed with applications for available places.

#### Statutory Criteria

1. Children who reside in the Parish of Upper Killeavy or Traditional Catchment Area of Middle Killeavy from socially disadvantaged circumstances in their final pre-school year who were born:
  - On or between 2 July 2022 and 1 July 2023 (both dates inclusive) 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 who were due to be born on or between these 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 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. Other children from socially disadvantaged circumstances (as defined above) who are in their final pre-school year (as defined by criterion 1).
3. Children not from socially disadvantaged circumstances (as defined above) who are in their final pre-school year (as defined by criterion 1) who reside in the Parish of Upper Killeavy or the Traditional Catchment Area of Middle Killeavy.
4. Children who are in their final pre-school year (as defined by criterion 1) whose parent(s)/guardian(s) is/are currently a permanent employee in the school.
5. Other children who are in their final pre-school year (as defined by criterion 1).

#### Admissions Sub-Criteria

In the event of more pupils satisfying the last criterion which can be applied in the order of priority set down above then selection for the remaining places will be on the basis of the following sub-criteria:-

- (i) Children whose parent/guardian has listed St Moninna's Primary School, Cloughoge Nursery Unit as their first preference;
- (ii) Children with a child of the family currently enrolled in St Moninna's Primary School, Cloughoge .

- (iii) Children with a child of the family previously enrolled in St Moninna's Primary School, Cloughoge for a minimum of 3 years;
- (iv) Children whose parent(s)/guardian(s) is/are currently a permanent employee in the school;
- (v) Children who, in the opinion of the Board of Governors, have exceptional circumstances that necessitate admission to St Moninna's Primary School, Cloughoge Nursery Unit rather than any other school in the following order:-
  - a) a child with special educational needs;  
*Special educational needs means, for these purposes, a child who should be treated as having special educational needs if, in the opinion of an Education Authority, they have significantly greater difficulty in learning than the majority of children of their age.*
  - b) a child currently on the "At Risk" register maintained by the Southern Health and Social Care Trust;
  - c) a 'Looked after' child;
  - d) a child who has one or both parents deceased;
  - e) a child whose parent has a serious long-term illness – medical evidence required;
  - f) children who are twins (or other multiple births);
  - g) a child from a family of three or more pre-school age children at time of application;

The circumstances should be personal to the child and must be supported by independent and appropriate documentation.

- (vi) Any other children.

In the event of there being more applicants than places remaining for the last sub-criterion which can be applied then selection will be on the basis of chronological age, starting with the oldest.

Where two or more children have the same date of birth (except twins or other multiple births) final selection will be on the basis of initial letter(s) of surname (as entered on the birth certificate) in the order set out below:

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

This order was determined by computerised random selection. If two or more children have the same surname the alphabetical order of the first forename will be used and if required thereafter subsequent forenames as on the birth certificate.

### **Non-statutory criteria**

**Note: Applications falling under Criteria 6 & 7 are processed only during Stage 2 of the admissions process, after final pre-school year (Statutory 1 -5) applications.**

6. Children who reside in the Parish of Upper Killeavy or Traditional Catchment Area of Middle Killeavy 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 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.
7. Other children as defined by criterion 6 above.

### **Tie Breaker – Non Statutory Criteria**

Children within Criteria 6 & 7 will be selected in Chronological Order of Age – eldest child first. In the event of two or more children having the same Date of Birth the above random selection of letters (listed above) will be used.

When considering which children should be selected for admission, the Board of Governors will only take into account information which is detailed on or provided with the application form. Parents should therefore ensure that all information pertaining to their child and relevant to our nursery unit is stated on the application form or provided with it. Examples of such information include whether the child is the eldest in the family or brothers/sisters are presently enrolled in the school.

Home is the child's permanent place of residence. It is not the child-minder's or a relative's address.

### **Address Verification – If applying in January these documents must be submitted by 4pm on 26 January 2026.**

To enable the Board of Governors to verify addresses, all applicants should provide any two of the following four documents with the application:-

## Admissions criteria for entry September 2026

- a recent bank or building society statement which shows the address at which the child is resident;
- a utility bill (for instance electricity, gas, Television Licence, telephone) which shows the address at which the child is resident;
- a letter awarding Child Benefit to the child or another letter relating to this benefit;
- the child's Medical Card.

This is in addition to the standard requirement to provide a Birth Certificate.

### **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 applicant's 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 offer of places, all applications for admission to the 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 the end of the academic year.

The school will contact you in 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.

Applications and Admissions to Pre-School		
Year	Total Applications	Total Admissions
2025/2026*	80	52

*\*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)*