

Brackenagh Busy Bees Playgroup
**Application Form for Admission in the
2026/27 School Year**



Please note that our Playgroup does not currently receive funded places. If you wish to apply for a funded place with another pre-school provider, you will have to complete a different application form. These are available from the EANI website. This form is for Brackenagh Busy Bees Playgroup only.

Please note: We cannot accept any child until they reach the age of **2 years and 10 months**.

Section A - Your Child

Child's Surname: _____ Child's Forename: _____

Boy ☐ Girl ☐ Child's Date of Birth: _____

Name(s) of Parent(s) / Guardian(s) _____

Child's Home Address: _____

Contact Details: Phone: _____ Email: _____

* Will you have a child attending Brackenagh West PS in 2026/27? Yes ☐ No ☐

* Have any of your children previously attended Busy Bees? Yes ☐ No ☐

Section B - Session Preference

Please tick the appropriate box to indicate whether you prefer a FULL TIME or PART TIME place:

* If your child is in their final pre-school year we request that they attend the morning session for the full 5 days, as this is more suitable to their stage of development.

I wish to apply for a **FULL-TIME** place (5 mornings per week: see times below) ☐

I wish to apply for a **PART-TIME** place (3 afternoons per week: see days/times below) ☐

TIMES

- The morning session runs from 8:45am to 11:45pm, Monday to Friday

- The afternoon session runs from 12:30pm to 2:30pm, Monday to Wednesday

ADDITIONAL INFORMATION (Please detail if your child has any additional/special needs):

1) Do you and others find your child easy to understand? YES/NO

2) Does your child enjoy playing with others? YES/NO

3) Does your child use words to tell you what she/he wants or needs? YES/NO

Signed: _____ (Parent/Guardian) Date: _____

Please attach a copy of your child's birth certificate to this form. Please return this form to: Brackenagh Busy Bees, 22 Church Road, Kilkeel, BT34 4QB. **The deadline is Wednesday 21st January 2026.**

Brackenagh Busy Bees Playgroup

22 Church Road, Kilkeel, BT34 4QB

Tel: 07856 414 883 / 028 417 65055

Email: brackenagbusybeesplaygroup@gmail.com

Session times: 9:00am – 12.00pm (Morning)

12:45pm - 2:45pm (Afternoon)

Chair of Management Committee: Mr. M Peacock

Playgroup Leader: Miss S McConnell

Respective Functions

The committee has drawn up the admissions criteria and has delegated to the Playgroup Leader its function and responsibility in relation to the application of the criteria and the admission of pupils to the Playgroup.

ADMISSIONS CRITERIA

The maximum number of places in each session will not exceed 16 children.

**** Full-time places** (5 mornings per week) will be allocated in the following order:

1. To children born between 2 July 2022 and 1 July 2023 (both dates inclusive)

Sub-criterion

In the event of oversubscription, the following criteria will apply in the order stated (at time of application):

- (a) Children in their pre-school year who have previously attended Busy Bees Playgroup for a full academic year.
- (b) Children in their pre-school year who will have brothers or sisters attending Brackenagh West Primary School in the 2026-27 school year.
- (c) Children in their pre-school year.
- (d) Children who have a brother or sister that previously attended Busy Bees Playgroup.
- (e) Any remaining places will be allocated in order of age - eldest first.

**** Part-time places** (3 afternoons per week) will be allocated in the following order:

1. Children in their pre-school year who will have brothers or sisters attending Brackenagh West Primary School in the 2026-27 school year.
2. Children aged 2 years and 10 months (or older) who will have brothers or sisters attending Brackenagh West Primary School in the 2026-27 school year.
3. Children aged 2 years and 10 months (or older). If we are over-subscribed we will differentiate by age, with the older children taking preference.

Sub-criterion

In the event of oversubscription, the following sub-criteria will apply in the order stated:

- (a) Children who will have brothers or sisters attending Brackenagh West Primary School in the 2026-27 school year.
- (b) Children who have a brother or sister that previously attended Busy Bees Playgroup.
- (c) Any remaining places will be allocated in order of age - eldest first.

Duty to Verify

The Management Committee 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 Management Committee 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

If we are over-subscribed we will operate a waiting list policy, on which parents can register their children. Priority will be given to children with a sibling in BWPS or Brackenagh Busy Bees.

NOTES

1. The cost for 2026/27 will be £12.00 per child for each morning session, and £10.00 per child for each afternoon session.
2. Morning sessions run five days per week (Monday to Friday), and afternoon sessions run three days per week (Monday, Tuesday and Wednesday).
3. Children seeking full-time places will be given first preference for the morning session.
4. We will try to accommodate parents' stated preference for part-time places. However, this will be dependent upon numbers applying and may not always be possible.
5. Parents will be notified on **23/03/2026** whether or not their child has been accepted for a place.
6. Before completing the application form you should read the admissions criteria. We cannot be held responsible for refusing your child a place if you do not detail the relevant information on this form or do not attach any documentation requested. Relevant information MAY include nearest child's date of birth; brother(s)/sister(s) who are attending or have attended Busy Bees / Brackenagh West PS.
7. Payment for Busy Bees Playgroup must be made at the beginning of each week, month or term - whatever suits best. We can accept Childcare Vouchers and the Northern Ireland Childcare Subsidy Scheme. All payments should be made via bank transfer:

Sort Code: 93-83-27 Account Number: 14385071

8. We cannot accept any children into the Playgroup unless they are toilet trained. Pull-ups or nappies are not allowed, nor will the staff be 'toileting' the children.
9. Please note: parents must commit to paying for a place for the full school year should they be accepted. It is not possible to 'try' the Playgroup for a month or two and then withdraw your child. If this happens parents will be liable for the fees for the rest of the year, unless we are able to subsequently fill that place.
10. If we still have free places after all of the application forms have been processed, we will be able to offer places to children who were unsuccessful in applying for a funded place elsewhere. These applications will be accepted in May, should places still be available.
11. We cannot accept children younger than 2 years and 10 months. However, if they reach that age during the academic year we can take them if we still have a place available.
12. If your child has additional/special needs, you must include these on the application form in the space provided. This will allow us to assess our ability to meet his/her needs.