



WAITING LIST POLICY

School Enrolment Number: 618 pupils

Admissions Number for Years 1-4: 87 pupils

Admissions Number for Year 5-7: 90 pupils

Year One Admissions

Should a vacancy arise in Year One after the day placement letters have issued from the Education Authority (EA), all applications for admission to Year One 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. Your child's name will be automatically added to the list. Please contact the school if you wish your child's name to be removed from the list. The school and/or the EA will contact you in writing if your child gains a place in the school. This waiting list will remain in place until 30 June. If you wish your child to remain on the waiting list after this date you should inform the school in writing. If you do not inform the school in writing, your child's name will be removed from the waiting list.

All Year Groups

Parents seeking a place for their child should complete a registration form which is available from the school office or the school website. Applications will then be grouped according to the appropriate year group. When a vacancy arises, the criteria will be applied to the pupils on the waiting list for the appropriate year group. If you wish your child to remain on the waiting list for the next academic year you should inform the school in writing before 30 June every year. If you do not inform the school in writing, your child's name will be removed from the waiting list.

The above procedures are subject to the school's admissions number for each year group and the school's enrolment number not being exceeded. The school may not exceed its enrolment or admissions number without the specific approval of the Department of Education.

The Waiting List Policy will be kept under review by the Board of Governors.