

# Carrowdore Primary School



## Waiting List Policy

Ratified by Governors on: 26-09-16

Signed: Mr C. Davidson

## **Introduction**

The waiting list policy as set out below applies to the consideration of applications for P1 after the Open Enrolment procedure concludes in April of any given year and for applications into any of the other classes at any given time.

## **Applying For A Place**

Parents who wish their child to be considered for a place other than through the Open Enrolment procedure must **register their interest in writing**.

Should there be a place immediately available and no other expressions of interest registered in writing then the place shall be offered to the parents, providing in the opinion of the Board of Governors their admission would not prejudice the efficient use of the school's resources.

If a parent registers their interest in writing but no place is currently available then their name shall be placed on a waiting list. Parents should contact the school if they wish their child's name to be removed from the list.

Should a place become available and the school has received **no other expressions of interest registered in writing** then the place shall be offered to the child on the waiting list.

Should a place become available and the school **has received other expressions of interest in writing** for the same class then the criteria below (see Table 1) shall be applied in the order set out to all interested parties. Parents will be required to complete an application form outlining how their child meets the criteria for selection. (See Appendix 1)

## **Year 1 Admissions – After the beginning of the school year**

If a place(s) becomes available after 1 September 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 admissions at the time the place(s) becomes available. Priority will be given to pupils who are normally resident in Northern Ireland.

## **Admissions Criteria – Years 2-7**

In the event of over-subscription the Year 1 Admissions Criteria (see Admissions Policy) will be applied to pupils who are seeking admission to Years 2-7. Priority will be given to pupils who are normally resident in Northern Ireland.

Pupils will only be considered for enrolment provided that:

- the school would not exceed the enrolment number and
- in the opinion of the Board of Governors their admission would not prejudice the efficient use of the school's resources.

**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. Parents should therefore ensure that all information pertaining to their child and relevant to the school's admission criteria is stated on the application form or attached to it (Admissions Policy).**

The school will contact you if your child gains a place. Parents are expected to respond either to accept or decline the place within 48 hours; if we do not receive a response within this time the place will be offered to the next child on the waiting list.

Written acceptance of any offer of a school place must be forwarded in writing to the school Principal within fourteen days from the date of the offer being made.

Names will remain on the school waiting list up to the end of the academic year in which the register of interest was received in writing. It is the parents' responsibility to inform school should they wish their child's name to remain on the waiting list for a further academic year.

**Duty to Verify**

The Board of Governors reserves the right to require such supplementary evidence as it may determine necessary 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.



## CARROWDORE PRIMARY SCHOOL

Date received: \_\_\_\_\_

### Application for Admission to Carrowdore Primary School

Child's name: \_\_\_\_\_ DOB \_\_\_\_\_

Parent's name(s) \_\_\_\_\_

Address (please state the child's normal place of residence)

\_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
 Postcode: \_\_\_\_\_

#### Please provide information below relevant to each of the Year 1 Admission Criteria.

1. Children of compulsory school age who will have a brother/sister, half brother/sister enrolled at the school on the date of their own enrolment.

\_\_\_\_\_  
 \_\_\_\_\_

2. Children of compulsory school age who are the eldest/only child in the family.

\_\_\_\_\_  
 \_\_\_\_\_

3. Children of compulsory school age whose normal place of residence is closer to the school than any other controlled primary school measured using walking distance on Google Maps.

\_\_\_\_\_  
 \_\_\_\_\_

4. Children of compulsory school age whose parents wish to make a claim for a place in Carrowdore Primary School based on medical, social or security reasons. All such claims, which should be supported by information supplied by parents/guardians or other agencies, will be considered by the Board of Governors

\_\_\_\_\_  
 \_\_\_\_\_  
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*(Please continue on separate page if needed and attach any additional information to this form e.g. medical reports.)*