



## **Waiting List Policy**

**REVIEW DATE – SPRING 2025**

## **P1 Admissions**

Should a vacancy arise after placement emails have been issued by the Education Authority, all applications for admission 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 applied for.

The school will contact the parent of the applicant, if their child gains the offer of a place by this method, parents must reply to the offer within 48 hours otherwise the next child on the Waiting List will be offered this place.

Parents must inform the school if they wish their child to be included in the P2-7 waiting list.

## **P2-P7 Intake**

In considering applications for admission to P2-P7 classes, the Governors will apply the same criteria and in the same order as listed for admission to P1 each year.

Class size exceptions (CSE) are required when a Foundation/Key Stage 1 Class ie classes P1-P4 have over 30 children. It is statutory requirement that classes in the lower primary school are kept to 30 pupils or below. However, on occasion, schools can seek approval from EA to have additional pupils in a class ie a Class Size Exception.

Such exceptions will be considered by the Board of Governors on an individual basis with cognisance given to the existing needs of the class group.

Classes P5 – P7 are not governed by class size policy.

The overall enrolment figure of 406 for the school cannot be exceeded.

In the case of all applications for admission, a multiple application for siblings, will be considered first and the criteria applied before single applications.

**NB: It is the responsibility of parents to ensure that any information that is relevant to the criteria is included on, or is attached to, the application form.**