

WINDMILL INTEGRATED PRIMARY SCHOOL

WAITING LIST POLICY

This policy is in place to ensure clarity and transparency on the admission of pupils to Windmill Integrated Nursery and Primary school. It will apply to all pupils who do not gain admission to the school through the normal process.

Should a vacancy arise after placement letters have been issued from the school then all applications for admission to the nursery or primary one will be considered in the following order:

1. Those who made an application to the school for entry to the nursery or primary one and who were initially refused will be considered first if a vacancy becomes available.
2. Those who made a new application or a late application to the school for entry to the nursery or primary one will be considered once the criteria at point 1, above has been exhausted.

Applications where new information has been provided will be treated equally and the published admission criteria will be applied.

Where an offer of a place is made for either the nursery or primary one a letter will be forwarded to the parent/guardian of the child. The school will also endeavour to contact the parent/guardian by telephone to advise that a formal offer will be made in writing.

Once a formal letter of offer has been issued, parents/guardians have 10 working days from the date of the letter to contact the school and accept or reject the place. All acceptances or rejections of a place at WIPS must be done in writing. Emailed correspondence will be accepted.. If the school does not receive a reply by the end of the tenth working day it will be assumed that the place is no longer required. The school will then revert to its procedures and offer the place to the next person on its Waiting List.

Due to the high demand for places in both the nursery and primary one the school is unable to show any leniency with its deadlines.

The Waiting List for applications runs throughout the academic year (31st August to 30th June). It is updated on an annual basis in July and August.

Parents/guardians are asked to notify the school in writing of their wish to have their child added to the Waiting List. Parents/guardians should also specify which year group they would like their child to be considered for and ensure that their application form is dated.

If a pupil on the Waiting List on 30th June has not yet been offered a place for the following academic year the parent/guardian may apply to the school to have the child's name transferred to the Waiting List for the following academic year. It is the responsibility of the Parent/guardian to request this transfer and the school will only make such a transfer on request.

Parents/guardians should contact the school as soon as possible if they wish to have a child's name removed from the waiting list.

The school must ensure that it can accommodate the number of pupils it admits to the school in any one year group. Regulations on maximum class sizes must be adhered to by the school when considering applications for any year group. This includes implications for health and safety and the regulations must be considered before admitting a pupil from the Waiting List into a particular year group.

Parents/guardians will be notified in writing if their child gains a place in the school.

END.