



Waiting List Policy

C. Irwin

Date of Policy: September 2025
Review of Policy: September 2026

Bushvalley Primary School Vision

Our future depends on building upon the experiences of the past, learning from the present and preparing for the challenges of the future.

Admissions Criteria for Primary One Children

The Board of Governors have drawn up the criteria and have delegated the responsibility of applying the criteria to the Principal of the school.

ADMISSIONS CRITERIA TO BE USED IN THE EVENT OF THE SCHOOL BEING OVERSUBSCRIBED. THE CRITERIA ARE LISTED IN ORDER OF PRIORITY.

1. Children who have a brother or sister (including half-brother/sister, stepbrother/sister or foster or adopted brother/sister) attending the school.
2. Children who are the eldest/only child (verification may be required).
3. Children whose brother/sister had attended Bushvalley Primary School.
4. Those children of teachers and employees of the school.
5. Children for whom Bushvalley PS is their nearest Primary School, measured by google maps by car.
6. In the event of a tie, children will be selected for admission on the basis of initial letter(s) of the subsequent letters of the surname (as entered on Birth Certificate) in the order set out below. In the event of two identical surnames, the randomised initials of the forenames will be used as set out below and if necessary the subsequent letters of the forenames.

E S I F K U H M c G B O X Y W T M A P D V N Z Q R L J C Mac

Waiting List Policy (Primary 1)

Applications to Primary 1 will be treated equally and the above stated criteria for Primary 1 places will be applied. A waiting list will be compiled, where necessary. The school will contact parents/guardians in writing if their child gains a place at Bushvalley Primary School. Please contact the school if you wish your child's name to be removed from the waiting list for Primary 1.

Duty to Verify

The Board of Governors 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 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if information is supplied which appears to be false or misleading in any material way, the offer of a place will be withdrawn.

Criteria for Admission into Primary 2–Primary 7

Requests for places in Primary 2-Primary 7 will only be considered if a vacancy arises in the appropriate year group or a relevant class and further enrolment is not prejudicial to the efficient use of resources. The same admissions criteria for Primary 1 as outlined above will be applied to all pupils seeking admission to Primary 2-Primary 7. However, the school cannot cause or permit the number or registered pupils to exceed the school's enrolment number as determined by the Department of Education.

Waiting List Policy (Primary 2-Primary 7)

Applications to Primary 2- Primary 7 will be treated equally and the above stated admissions criteria for places will be applied. A waiting list will be compiled where necessary and the school will contact the parents/guardians in writing if their child gains a place at Bushvalley Primary School. Please contact the school if you wish your child's name to be removed from the waiting list for Primary 2-Primary 7.

Approval Waiting List Policy

Approved by Board of Governors

Chairperson: _____

Date: _____

Principal: _____

Date: _____

Date of Next Review: September 2026

Reviewed by Staff Date: _____