

# **Lisburn Central Primary School & Nursery Unit**



## **Waiting List Policy**

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## **WAITING LIST POLICY**

This policy is in place to ensure clarity and transparency on the admission of pupils to Lisburn Central Primary School and Lisburn Central Nursery Unit. 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 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 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 Nursery or Primary one a letter/email 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/email.

Once a formal letter/email 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 must be done in writing/email. 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 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 (31<sup>st</sup> August to 30<sup>th</sup> 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.

