



Poyntzpass Primary School

Waiting List Policy

Should a vacancy arise after primary one placement letters have been issued, a waiting list will be compiled from the following.

- applications that were initially refused and whose parents have indicated they continue to seek a place,*
- new applications,*
- late applications,*
- applications where new information has been provided.*

The above points are in relation to those still seeking a primary one place during 2023-24 academic year. Parents should contact the school in writing or via email (lmcalister338@c2kni.net) if they want their child's name to be included on the waiting list.

The waiting list will be in place until 31st October of that academic year 2023-24. The school will contact parents in writing if a child gains a place in the school by this method. Parents should contact the school in writing if they want their child's name to be removed from the waiting list.

If spaces within school arise, then those pupils who are of Primary 1 age and on the waiting list will take priority and the admission criteria will be applied.

If there are no pupils on the list in Primary 1 or the spaces exceed the number of pupils on the list for Primary 1 then the admissions criteria will be applied to remainder of the pupils on the waiting list P2 – P7. This waiting list will be in place until 31st October of that academic year 2023-24

This policy will be reviewed yearly by the Board of Governors and any amendments will be published.