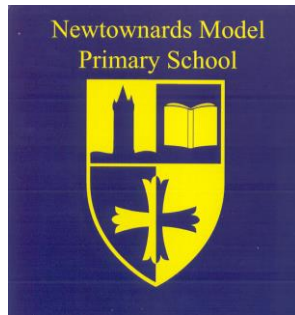


# Newtownards Model Primary School



## Waiting List Policy

### ***P1 Admissions***

Should a vacancy arise after placement letters 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 you, if your child gains a place by this method and 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 above for admission to P1. This will be on the basis that no child will be admitted to a P 1-7 class which already has 30 children or more and on the overall enrolment figure for the school not being 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.**