

# WAITING LIST POLICY

2021



*Ashgrove Primary School*

Proud to be a  
**GOLD STANDARD**  
UNICEF Rights Respecting School

RIGHTS RESPECTING SCHOOLS  
unicef UNITED KINGDOM  
GOLD - RIGHTS RESPECTING

## WAITING LIST POLICY

### A SAFEGUARDING & PASTORAL CARE POLICY

AGREE DATE	REVIEW DATE	PERSON RESPONSIBLE FOR REVIEW
<b>2021</b>	<b>2025</b>	<b>R Smith</b>

#### PRIMARY 1 APPLICATIONS

The Board of Governors have put in place robust procedures to admit pupils into P1 in Ashgrove Primary School. Parents applying for Primary 1 places are accepted via the E.A. Open Enrolment Procedure. A timetable for the Open Enrolment procedure is published by D.E. and E.A. each year. The Governors strictly adhere to the criteria and processes outlined on the E.A. website.

Admissions Criteria is reviewed annually and published on the E.A. and school website from the end of November of each year. Paper versions of the criteria are also available from the school office from late November of the year before the child is due to start Primary 1.

If an application for Primary 1 is unsuccessful, it will remain on the school's waiting list. A child whose application is received after the official E.A. deadline has closed will be kept on the school's waiting list.

If a place becomes available due to a successfully placed child refusing their allocation, the waiting list is then revisited and the principal can offer the place to a new pupil. This place can only be offered after the school has received written confirmation from the parent/guardian of the child or the Principal has made reasonable attempts to contact a parent who refuses to accept or refuse their child's place.

The Principal may allocate this place. If, however, he/she deems it necessary a sub-committee of the Board of Governors may be called to make the decision. The decision will be based on the child's status at the time of the space becoming available.

#### PRIMARY 2 TO PRIMARY 7 PLACES

If a parent applies for a place for an eligible child and there are no other children on the waiting list, the Principal may admit the pupil provided space is available.

If there are no places available, parents will be asked to complete an application form and wait for a place. If a place becomes available, the Principal will apply the school's Admissions Criteria as published on the E.A. website.

If, however, he/she deems it necessary a sub-committee of the Board of Governors may be called to make the decision. The decision will be based on the child's status at the time of the space becomes available.