



**St. Mary's Grammar School, Belfast**

**WAITING LISTS**  
**POLICY**

**June 2017**



# **POLICY ON WAITING LISTS**

## **ST. MARY'S GRAMMAR SCHOOL, BELFAST**

Where applicants for admission exceed the number of places available, parents may request that their son's name be added to a waiting list.

St Mary's operates and maintains waiting lists from Years 8-13 for all boys who wish to be considered for admission to St Mary's when a place becomes available.

### **Normal Processes**

The waiting list for entry into our new Year 8 cohort each September is established once E.A administrative procedures have been completed following the formal formation of the new Year Group under open enrolment.

This refers to the procedure for transfer from primary to post-primary school which runs from February to May each year and decides the placement of children in Year 8 in September of the following academic year.

### **Outside the Normal Processes**

This refers to applications which are made at any other time of the year and to any year group. This could include applications for places within the enrolment number of the school, or applications for places within the admissions number of the school but which are received, for instance, in August for admission in September of the same year. Applications 'outside the normal processes' could also include applications from pupils who have applied within the normal processes for a place in Year 8 and have been unsuccessful but who still wish to be considered for a place when one becomes available.

It is important to note that a boy's name will be added to a waiting list for a place in Year 8 should this application be initially unsuccessful.

### **How the waiting list operates**

Boys on the waiting list will be ranked in accordance with the school's published admissions criteria and the list will operate from the point of allocation of places until August 31<sup>st</sup> in each academic year.

Inclusion on the waiting list does not mean that a place will eventually become available.

A boy's position on the waiting list is not fixed and is subject to change during the year i.e. they can go up or down on the list.

Places that become available below the published admissions number will be offered to boys according to their ranking on the list i.e. those ranked highest will be offered first.

It is important to understand that time on the waiting list does not give any priority for places. Children are placed on the waiting list on parental request at any time.

When adding children to the waiting list the published criteria for Years 8-13 are applied. This means that a boy's position on the waiting list is not static. They can move up the waiting list if another family, which has been offered a place, advises us that it is no longer required. This place is then available to offer to the boy at the top of the waiting list and all other boys move up the list.

However, it is also possible to move down the waiting list if another family with a higher priority under the admissions criteria ask for their son to go on the waiting list.

If you wish to be added to a waiting list please contact the Principal's PA.

When a place becomes available, the school will contact the parent(s) of the child whose name is at the top of the waiting list, to offer the place.

The waiting list will be reviewed and revised:

- Each time a child is added to, or removed from, the waiting list;
- When a child's changed circumstances will affect their priority;
- At the end of each school year, when parents with a child on the waiting list will be contacted and asked if they wish to remain on the list for the following school year.

If you wish to find out your child's position on a waiting list, you should ring the school.

Vacancies often arise at short notice and those on the waiting list should be prepared to take up a place as soon as it occurs. Places will not be held for later consideration.

If twins, triplets and other multiple birth brothers are at the top of the waiting list and only one place is available, the other brothers will remain at the top of the list until they can be offered a place, even if another boy with a higher priority subsequently is added to the list.

### **Criteria for admission via Waiting Lists**

**Year 8:** Parents should refer to the criteria for St Mary's as published in the E A Transfer Booklet appropriate for boys in that year of entry or refer to the school website.

**Years 9-12:** Parents should contact the school office for our criteria for entry into those Years or refer to the school website.

**Year 13:** Parents should contact the school office for our criteria for entry into Year 13 as published each February/March or refer to the school website.

Parents or guardians will be asked to submit evidence in support of their application. Fraudulent information used at that time can lead to the withdrawal of a place and further children might be affected.

In the event that we are unable to distinguish between applicants in any Year Group for a final available place, then the final place will be randomly selected by reference to the random selection procedure as detailed in our criteria.

Finally, the school reserves the right to prioritise admission, at the discretion of the Principal, where there is evidence of an established pastoral context.

