



Waiting List Policy

In the event of Knockbreda Nursery School being over-subscribed, a waiting list will operate.

As a result of an unsuccessful application through Open Enrolment, each child's name will automatically be added to the school's waiting list and will fall within Tier 1. Any other application received after Open Enrolment closes, which is deemed as a late application by the Education Authority, will result in the child being added to the waiting list and will fall within Tier 2. Any other request to join the waiting list will result in the child being added to the waiting list and will fall within Tier 3.

Should a vacancy arise after the Open Enrolment Procedure concludes a modified selection process, set out below, will be applied to those children on the waiting list.

Should parents/carers wish for their child's name to be removed from the waiting list, they should contact the school to make this known. This waiting list will be in place until the end of the relevant academic year.

Modified selection process:

Should a vacancy arise after the Open Enrolment Procedure concludes, all applications received falling within Tier 1 will be reviewed and the school's published application criteria will be applied with the following modification. Priority will be given in the sub-criteria to those applications that gave Knockbreda Nursery School a higher preference. Accordingly, Sub-criterion (b) will apply until all first preference applications have been considered. Should a vacancy remain thereafter, sub-criterion (b) will apply as if it were a reference to second preference applications. All second preference applications will then be



considered in line with the other sub criteria. Should a vacancy remain thereafter, this process will continue until all preferences, from highest (1) to lowest (6), have been considered.

Should a vacancy remain after Tier 1 applications have been considered, all applications received falling within Tier 2 will be reviewed and the school's published application criteria will be applied with the modification set out above, with priority given in the sub-criteria to those applications that gave Knockbreda Nursery School a higher preference.

Should a vacancy remain after Tier 2 applications have been considered, all requests for children to be added to the waiting list falling within Tier 3 will be reviewed and the school's published application criteria will be applied with the modification set out above, with priority given in the sub-criteria to those applications / requests that gave Knockbreda Nursery School a higher preference. Where no preference has been given to Knockbreda Nursery School, these applications / requests will be considered in line with the other sub criteria, excluding sub-criterion (b) after priority has been given to applications / requests that did express a preference for the School.

The tie-break process will continue to apply in the event that it is not possible to distinguish between applicants using the sub-criteria.

If a child gains a place by this method, the school will contact parents/ carers in writing to formally offer the place. If the place is not accepted within 10 days from the date that the letter is sent, the offer will be withdrawn and offered to the next child selected in line with the procedure set out above.

Monitoring and evaluation

This policy will be reviewed and monitored in line with the school's policy review schedule.