

**WHITEABBEY PRIMARY SCHOOL**  
**Application to enrol a child outside the ‘Normal Process’.**  
**Waiting List Policy**

**This Policy will apply to any application for admission outside the Open Enrolment process (ie P1 applications). Any parent wishing their child to be placed on the waiting list should inform the school using the relevant form.**

**Parents will be advised if and when a place becomes available.**

**Children will be admitted up to a maximum of 60 pupils per year group and up to a maximum of 30 pupils per class.**

**In the event of there being more applications on the Waiting List at any given time than there are places available, the following criteria will be administered by the Board of Governors. Only applications using official Whiteabbey Primary Admissions Forms will be considered and only information given in writing on this form, or on attached supplementary information sheets, will be taken into account.**

- 1. Children who have a brother/sister (half brother/sister) currently enrolled at the school.**
- 2. Children who have a family connection with the school;**
  - Children of staff currently employed in the school.**
  - Children previously enrolled in the school.**
- 3. Children who live within the area comprising Rosstulla Ward, that part of Abbey ward bounded by the new Station Road (side nearest to the school) and the Belfast-Larne railway line and to include Oakwood, Abbeylands, on the shore side of the main Belfast Road, and those housing developments within the Jordanstown Ward whose main vehicular access is onto the Jordanstown Road between the Belfast-Larne Railway crossing and the bridge, over the railway line, on the Jordanstown Road, and bounded by the old railway line from Greenisland Station to Mossley.**
  - (a) Children who have had a brother/sister previously enrolled in the school.**
  - (b) Children who are the first child in the family able to attend Primary School in Northern Ireland.**
  - (c) Children who are from families who have recently moved into the designated area and have brothers or sisters seeking admission to the school.**

- (d) Children who can be described as having special medical or social reasons for attending the school. Such special circumstances must be claimed on the official application form and substantiated by evidence acceptable to the Governors.**
- (e) Children of parents who attended the school.**
- (f) Children who have first cousins currently enrolled at the school.**

**N.B. If, having applied the sub-divisions of Criteria 3, it is still not possible to differentiate between two applicants, the following criterion will be used;**

- 4. Children who live nearest the school as decided by a straight line from their normal residence to the gates of the school as identified by Spatial NI..**