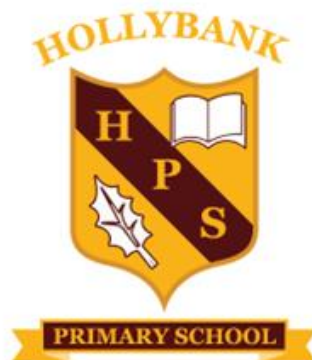


# HOLLYBANK PRIMARY SCHOOL

POLICY FOR:

WAITING LIST



Issue Date	FEBRUARY 2026
Staff Responsible	L Brett
Issued to	Staff, Parents and Governors
Review Date	FEBRUARY 2028

## ***ENGAGE, EMPOWER, EXCEL***

**Our purpose is to create a safe, stimulating learning environment for all to experience success. In partnership with families, we aim to inspire and equip our pupils to fulfil their true potential and excel in their future development.**

**We continually strive for excellence in every area of school life, through modelling and teaching the values of resilience, respect and kindness.**

## Waiting List Policy & Guidelines

Following the conclusion of the Open Enrolment process Hollybank Primary School & Nursery Unit will maintain a waiting list of children who still wish to attend Hollybank Primary School or the Nursery School but have not been successful in obtaining a place.

When an application is made to Hollybank Primary School & Nursery Unit the child's name will be automatically added to the list. The list will include all applications for admission to the school that were initially refused, new applications, late applications and applications where new information has been provided.

The waiting list will remain in place until the end of the academic year.

In the event that a place becomes available the school will operate the Waiting List Policy as follows: -

- Children will be selected from the waiting list in accordance with the information held by the school at the time of offer. Children of nursery target age will always be given preference to children who are not, regarding nursery applications. All applications will be treated equally, and the published admissions criteria applied in order.
- The school will initially contact parents by telephone if their child gains a place by this method. All offers of a Nursery School place are subject to receipt of an original Birth Certificate to confirm age and documentation to verify address.

Chair Of Governors	
Date	
Principal	
Date	