

Millennium

INTEGRATED PRIMARY SCHOOL

Waiting List Policy MIPS-126

<i>Date of Adoption</i>	<i>November 2023</i>
<i>Date of Next Review</i>	<i>November 2029</i>



1 Enrolment numbers

- 1.1 Under the open enrolment arrangements (the Education (Northern Ireland) Order 1997) there is a statutory requirement that all schools must admit pupils up to an approved admissions number and within an overall enrolment number. These numbers are determined by the Department of Education and are based on the physical capacity of the school. The number of children Millennium Integrated Primary School can enrol is determined by its Enrolment Number and its Admissions Number.
- 1.2 Children who hold Statements of Special Educational Needs are supernumerary and are not included in the approved admissions and enrolment numbers.
- 1.3 The school's Enrolment Number – the total number of children in the school – is 392.
- 1.4 The school's Admissions Number – the total number of children in an individual year group – is 56.
- 1.5 Article 13 of the 1997 Order requires that where Millennium Integrated Primary School has more applications than places available, the Board of Governors must apply its admissions criteria in order to decide which pupils to admit.

2 Entry to Primary 1 via Open Enrolment

- 2.1 At the end of the Open Enrolment period in January the admissions criteria are applied to determine the group of 56 children to be offered a place in our school for the following September.
- 2.2 If we are oversubscribed all remaining applicants will be rank ordered according to our admissions criteria and automatically be placed on a waiting list. This waiting list will remain in place until the day the placement letters are issued for the new Primary 1 intake.
- 2.3 Thereafter, new applications, late applications and applications where new information has been provided will all be treated equally with the above remaining applicants and the admissions criteria reapplied. This waiting list will remain in place until 30 June.
- 2.4 Millennium Integrated Primary School will contact you in writing if your child gains a place by this method. As indicated, your child's name will be automatically added to our list. Please contact the school if you wish your child's name to be removed from this list.
- 2.5 From 1 July this waiting list will cease to exist and all children will be considered as currently enrolled in another school. A new waiting list will then be established. Any parent who wishes their child to be

placed on this new waiting list must contact the school after 30 June. This new waiting list will remain in place for the following year and will run from 1 July of the present year to 30 June of the following year.

3 Other Applications: P1 from 1 July, and P2 to P7

- 3.1 This refers to applications from parents wishing to transfer a child who is currently enrolled at another school in Northern Ireland or a child who is arriving from another country. It also applies to children who have been enrolled in P1 in another school but who have not yet started (as outlined above, this applies only from 1st July in the year in which the child is due to start school).
- 3.2 Applications will be accepted for all year groups.
- 3.3 The following protocol is observed when a request for enrolment is received:
 - parents are informed of the current situation e.g. whether there is a place available in the year group or not and are advised that the school operates a waiting list. They are advised that their request to go on the waiting list must be put in writing, using the school application form;
 - parents are also offered the opportunity to visit the school and meet with the principal;
 - if parents wish to proceed with an application then an application form is completed and submitted to the school; and
 - parents are informed that decisions are made in reference to our enrolment and admissions numbers and our admissions criteria, in consultation with the Board of Governors.
- 3.4 Parents will also be informed that in considering applications the Board of Governors will take account of the following guidelines:
 - the total number of pupils in the class has to be fair and reasonable and should be conducive to delivering the Northern Ireland curriculum and continuing to meet the needs of all the children in the class;
 - before the introduction of another pupil, the safety, well-being and education of the pupils in the class will be considered. This will include considering the number of children and staff in the classroom;
 - the number of children will not exceed the enrolment and admissions number set by the Department of Education; and
 - the school must by law adhere to the Department of Education for Northern Ireland's Class Size Policy for Foundation Stage and Key Stage 1.

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- 3.5 When one application is received for a place in a class and there is a place available, the child is offered a place. When there are more applications than places for a particular class then the criteria are applied and places are offered in rank order of time of application, initially.
- 3.6 Where there are multiple applications across the school and the school is operating within a temporary variation process, then all applicants the school feels able to admit, taking into account the legislation in relation to class size and health and safety, will be ranked across all classes.

4 Admissions criteria

- 4.1 As an integrated school the Board of Governors will seek to reflect, in the total admitted to any given class, an overall balance amongst all traditions. Details of the procedure for this are found in the Education Authority Booklet for Parents 'Admission to Primary Education' or on its website eani.org.uk.
- 4.2 For entry into P1 the school will also follow the criteria for entry to Millennium Integrated Primary School as published in the Education Authority Booklet for Parents 'Admission to Primary Education' or on its website eani.org.uk.
- 4.3 For entry into P2 to P7 classes or P1 (outside the annual application process), when there are more applicants than places or when ranking a waiting list, the following criteria will be used:
- The timing of application for waiting list after 1st July in the given year.
 - children who had applied to the primary school as their first choice but were unable to gain a place due to over-subscription;
 - children who are transferring from or who have previously attended an integrated primary school or pre-school provision attached to an integrated primary school;
 - looked-after children;
 - children whose parent/guardian is an employee of the school or is due to take up an appointment in the forthcoming year or is a member of the Board of Governors;
 - children who are the eldest or only child in the family; and
 - other applicants.

- 4.4 The Board of Governors reserve the right to consider any cases of exceptional circumstances on a case-by-case basis.
- 4.5 In the event of oversubscription in the last criterion which can be applied then selection for all places remaining in this category will be on the basis of the use of a randomised alphabet as outlined in the Education Authority booklet as above.
- 4.6 The Board of Governors also reserves the right to require such supplementary evidence as it may determine to support or verify any oral or written information given to the school.

Appendix 1 Schedule of Updates

<i>DATE</i>	<i>RESPONSIBLE PERSON</i>
<i>November 2013</i>	<i>M Roulston</i>
<i>November 2018</i>	<i>B Corrigan</i>
<i>February 2024</i>	<i>B Corrigan</i>