

LARNE GRAMMAR SCHOOL
ADMISSIONS WAITING LIST
POLICY

1. Introduction

- 1.1 It is the policy of Larne Grammar School to administer waiting lists in relation to applications received for admissions to Year 8, Years 9-12 and Years 13-14.
- 1.2 Criteria for admissions to Year 8, Years 9-12 and Years 13-14 are published in the school prospectus and the school website and can also be obtained by contacting the school.

2. Waiting List for Admissions to Year 8

- 2.1 All applications for admission to Year 8 that were initially refused, new applications and late applications following the completion of the Transfer Process and applications where new information has been provided will be placed on a waiting list that will be used in the event of a place in Year 8 becoming available. These applications will remain open until 30 June of the year following application at which point the application is deemed to have lapsed. Should there be more applications than places available, the procedure outlined in the Admissions Criteria for entry of children to Year 8 (Form 1) will be followed.
- 2.2 Parents should contact the school if they wish for their child's name to be removed from the list.
- 2.3 If the application is made by a child who arrived in Northern Ireland after the transfer process has been concluded and the School Transfer Committee determines that the child is suitable to be admitted, the School will then seek Department of Education approval to admit the child as an additional place. If such approval is given, the child will be admitted.

3. Waiting List for Admissions to Years 9-12

- 3.1 All applications for admission to Years 9-12 that were initially refused, new applications and late applications following the completion of the Transfer Process and applications where new information has been provided will be placed on a waiting list that will be used in the event of a place in the relevant year becoming available. These applications will remain open until 30 June of the year following application at which point the application is deemed to have lapsed. Should there be more applications than places available, the procedure outlined in the Admissions Criteria for entry of children to Years 9-12 (Forms 2-5) will be followed.
- 3.2 Parents should contact the school if they wish for their child's name to be removed from the list.

4. Waiting List for Admissions to Years 13-14

- 4.1 All applications for admission to Years 13-14 that were initially refused, new applications and late applications following the completion of the Transfer Process and applications where new information has been provided will be placed on a waiting list that will be used in the event of a place in the relevant year becoming available. These applications will remain open until the end of September of the year of application at which point the application is deemed to have lapsed. Should there be more applications than places available, the procedure outlined in the Admissions Criteria for entry of children to Years 13-14 (L6th & U6th) will be followed.
- 4.2 Parents should contact the school if they wish for their child's name to be removed from the list.