



Putting your child on the waiting list at Priory School

1 **Waiting lists – general information**

Parents may ask for their child to be placed on waiting lists where it has been necessary to restrict entry to a particular year group. Children can be placed on more than one waiting list but only for schools which were named on the school application form. Schools featuring on waiting list application forms that were not previously given as a preference will be invalid.

2 **How waiting lists work**

Waiting lists must follow the admissions criteria and, if there are more children within the same criterion, priority is given to those living closest to the school. It can be expected therefore that a child's position on any waiting list can change as other pupils join or leave the list whilst it is running. The admission criteria and tie break method for Priory School are as follows:

1. Adopted or Ever Looked after children
2. Children who will have a brother or sister at the school at the time of admission and who live at the same address, within the pre-defined community area*
3. Children living within a pre-defined community area.
4. Children who will have a brother or sister at the school at the time of admission and who live at the same address, outside the pre-defined community area*
5. Children living outside the pre-defined community area.

***Children who have a brother or sister who joined the school prior to 1st September 2017 and who is still on roll will be admitted under the previous arrangement which gave priority to brothers and sisters regardless of whether they live in the pre-defined community area or not.**

In the event of oversubscription within any priority, place allocation will be decided by prioritising applications on the basis of home to school distance measured in a straight line (as the crow flies).

If a place becomes available, parents will be notified in writing and given 14 days to decide to accept or decline the place. If the child stays at his or her current school, he or she will be removed from the waiting list and the vacancy offered to the next child.

Waiting lists will run until the end of the term in which the application is processed. You will need to request a new form at the end of the term if you wish to reapply.

Parents can ask at any time where their child features on a waiting list.

3 **Applying to join a waiting list**

To apply, simply fill in the details attached and send it to the address given at the bottom of the form. For further queries, please call the Admissions Officer 01273 476231 x210 or email admissions@priory.e-sussex.sch.uk.



WAITING LIST APPLICATION FORM

PLEASE USE CAPITALS WHEN COMPLETING THIS FORM

Name of parent/carer _____

Relationship to child _____

Name of child _____

Child's date of birth _____

Daytime contact number _____

Home address _____

Postcode _____

Does the above named child have a sibling (living at the same address) at Priory School?

Name of sibling & date of birth _____

I have read the details listed overleaf regarding how the waiting list operates. I will inform Priory School if there should be any change in my child's circumstances that could affect his/her position on a waiting list (for example, a change of home address).

Signature of parent or carer _____ Date _____

Please return to: Mrs Wendy Francis, Priory School, Mountfield Road, Lewes BN7 2XN