

MANAGEMENT OF WAITING LISTS

Waiting Lists for the Normal Round (Y7)

If the academy is oversubscribed during the normal round (we receive more applications than we have places), the Local Authority set up a waiting list which is shared with us and maintained up to 31 December by the Local Authority. Beyond that date the Trinity Catholic School maintains the waiting list. The waiting list is ranked in accordance with the oversubscription criteria. If a place becomes available, then the applicant at the top of the waiting list will be offered the place. The waiting list will be maintained and kept up to date at all times. It is a working document and an applicant can move both up and down the list.

When a new application is added to the waiting list the list it will be re-ranked according to the oversubscription criteria. The date of the application is not relevant to the ranking.

Waiting Lists for Other Year Groups

If the academy is oversubscribed then waiting lists will be maintained for each year group. An applicant may only apply once for a place in a given academic year. If the applicant is on a waiting list for a particular year group and wishes to then be considered for a place in the next academic year group a new application should be made for that next academic year group. Waiting lists only apply for one year and will not roll over to the next academic year.