INTEGRATED COLLEGE DUNGANNON

WAITING LIST POLICY

Reviewed: October 2025

Agreed by Governors: 15th October 2025

The College's policy on the consideration of applications, after the normal transfer procedure concludes, is detailed below.
Where the College is over-subscribed and no places are available, a parent/guardian must submit an AP1 Form to have their child's name added to the waiting list. A student's name can only be added to the waiting list if they currently reside in Northern Ireland.

The following arrangements apply:

- In the case of transferring into Year 8 for the next academic year, the list opens on the date on which the transfer procedure concludes and closes on 31 August of the relevant school year.

- The waiting list operates for the year groups 8, 9 & 10, in the current academic year, and for those students in year 10 wishing to start the following September in year 11 where there is an over-subscription.

- We will only consider applications for year 11 and 13 in the current academic year prior to the 1st October of that year, to ensure the student can catch up on the syllabus. A child will not be offered a place in year groups 12 and 14 as students in these year groups have commenced the second year of a 2-year programme of study.

- All interested parents/guardians must contact the College to request an AP1 Form, which must be completed in order to request that their child's name be added to the waiting list.

- If a place becomes available in a particular year group the College will offer a place to the highest ranking child in that year group, using the Admissions Criteria below as detailed in the 'Guide for Parents'.

  CRITERION 1
  Applicants who have named Integrated College Dungannon as first preference.
  Criterion 1 will be applied, and eligible applicants awarded a place. If Criterion 1 is oversubscribed, Criteria 2, 3, 4, 5 and 6 will be applied in that order. If places remain, all other preferences will be considered equally in each pathway and Criteria 2, 3, 4, 5 and 6 will be applied in that order**.**

  CRITERION 2
  Applicants who have a sibling currently enrolled at the College.
  Criterion 2 will be applied, and eligible applicants awarded a place. If Criterion 2 is oversubscribed, Criteria 3, 4, 5 and 6 will be applied in that order. Sibling is defined as 'child of the family', and this includes:
  • a child born to a married couple or to a couple in a civil partnership;
  • a child born to a co-habiting couple;
  • a child born to a single parent;
  • a child of either/any of those people by a previous marriage, civil partnership or relationship;
  • a child living with a couple who has been treated as a "child of the family" whether there is a marriage or a civil partnership or not;
  • a child living with an individual, who has been treated as a "child of the family";
  • an adopted or fostered child; or,
  • a situation where for example an orphaned cousin is being brought up with a family or individual.
  The child should be a child of the family as at the date of application.

CRITERION 3
Applicants who are the eldest child of the family or are the eldest eligible to apply due to an older sibling attending a different secondary school because of their place of residence, or Special Educational Needs (SEN) status, or if the oldest sibling has left compulsory education.
Criterion 3 will be applied, and eligible applicants awarded a place. If Criterion 3 is oversubscribed, Criteria 4, 5 and 6 will be applied in that order. Twins and other multiples, who are the eldest in the family, are treated as joint eldest children.

CRITERION 4
Applicants who are transferring from either a grant maintained integrated school or controlled integrated school.
Criterion 4 will be applied, and eligible applicants awarded a place. If Criterion 4 is oversubscribed, Criteria 5 and 6 will be applied in that order.

CRITERION 5
Selection for any places remaining will be based on the initial letter of the surname, with students being selected in the order set out below. The order was determined by a randomised selection of letters.

Z, H, N, R, W, P, J, X, K, A, C, U, E, S, I, Q, G, D, L, B, M, V, O, T, Y, F

CRITERION 6
In the event of surnames beginning with the same initial letter, the subsequent letters of the surnames will be used in alphabetical order. In the event of two identical surnames, the alphabetical order of the letters of the first forename appearing on the transfer application will be used. For applicants with a double-barrelled surname, the first letter of the first surname is used.

Tie Break Criterion - Age
If further selection is required, applicants will be placed in rank order from eldest to youngest as entered on their Birth Certificate, selecting the eldest first.
NB. All information relevant to the above must be clearly stated by the parents according to the requirements of the Transfer Procedure conducted through the Education Authority.

- Parents/guardians will be contacted by phone if a place is offered to their child. If the place is not accepted, the next highest-ranked child will be offered the place. In both instances, a formal letter will be sent for clarification.

- For all applications previous attendance above 90% and positive behaviour records will be required to assist the College in determining if a place will be granted to the applicant. Students who have attendance below 90%, who have accrued more than 20 behaviour points in a term or who have been suspended from their own school for poor behaviour will not be considered for ICD (exceptions to this may be applied where a child has Special Needs or other needs which would explain and excuse such reports).

- While the wishes to offer every student an opportunity to experience 'life at ICD', the admissions/enrolment sub-committee of the Board of Governors may refuse to accept a student, where they believe that student's place is detrimental to the learning, safety or behaviour of students already attending the college, or detrimental to the use of resources.

- By 31 August each year, parents/guardians will be asked to inform the College office, in writing, if they wish their child to remain on the list. The list will then be updated for the

following year. In the event of a parent/guardian not replying to the letter, within 10 working days, the child's name will be removed from the list.

- The operation of the waiting list will be reviewed by the Board of Governors each June.