

Stormont Community Engagement Project

Policy for drawing up and administering a Waiting List

Should a waiting list be required for any projects, activities or schemes run by Stormont Community Engagement Project then the following criteria will be used.

Adding Names to the List

1. Names will be placed on the waiting list in point order based on the details given in the scheme registration information and/or criteria document
2. Separate Lists will be drawn up for each participating age group.
3. To be placed on the waiting list Parents/guardians must have completed a scheme application form.
4. Parents / Guardians will be asked if they would like to be added to the database for future events.

Allocation of Places

If a space becomes available they will be allocated in the following order.

1. The first eligible name on the waiting list will be offered the space in line with the process detailed in the registration document and/or criteria document.
2. Once the waiting list has been exhausted then spaces will be allocated on a first come, first served basis.

Allocation Places

Once a space is offered from the waiting list parents / guardians will be contacted using the information given. We will try and contact them 3 times before reallocating the space to the next eligible person. Parents / Guardians will have 4 working days to confirm or refuse the space before it is reallocated. Parents must pay for the space and complete relevant registration forms within 4 working days of accepting the space.

If sufficient contact information is not provided to allow us to make contact then the space will be reallocated.

Other

1. Being a member of Stormont Presbyterian Church does not count towards the criteria for the allocation of any spaces.
2. Parents will be informed of where they sit on the waiting list on request and this information can be requested from the Secretary.
3. If a member of our team or the staff team at Stormont Presbyterian Church feels a parent is being abusive in any form then they have the right to ask for the child's name to be removed from the waiting list. This decision will be made by the Chairperson and two members of the committee.

Agreed by the Stormont Community Engagement Committee 30th May 2017