

## **APPENDIX 1**

### **Procedure for Conduct of Lottery**

In the event of applications in any of the categories 1-9, as stated in Maynooth Post Primary School's Admission Policy, being greater than the number of places available (i.e. 170) a lottery will be used to allocate these places.

The Board of Management of Maynooth Post Primary School at its' meeting on 4<sup>th</sup> October, 2016 has decided that the procedures for the conduct of the lottery shall be as follows:

1. The Lottery will take place as soon as is practicable after the stated closing date on the School's Admission Policy / Application for First Year Enrolment Form 2017/2018.
2. The Lottery will be conducted by the Maynooth Education Campus Governing Authority Independent Chairperson or his / her representative in the presence of the Principal teachers of Maynooth Post Primary School and Maynooth Community College. A representative of Maynooth Post Primary School and Maynooth Community College Board of Managements will also be in attendance in an observation role.
3. If the figure of 170 applicants is exceeded, then all the names of the applicants in the category where over subscription occurs will be placed in a ballot box. The names of the applicants will be picked individually from the box by the Independent Chairperson or his / her representative.
4. The order in which the applicant names are picked from the box will be recorded by the Principal Teachers of Maynooth Post Primary School and Maynooth Community College with the first name picked being person number 1 in that category and so on until the figure of 170 is reached. Any subsequent names picked after the 170 students has been reached will be recorded in order to enable a waiting list be created.
5. Procedure 3 above will be followed in all the remaining categories down to Category 9 so a full waiting list can be created.

6. All such lists must be verified by the Independent Chairperson or his / her representative and signed accordingly to ensure / confirm the fairness and transparency of the process.
  
7. Only those applicant numbered 1 -170 will be offered places, according to the Policy, and only after an applicant declines an offer of a place in writing to the Principal can the next person on the waiting list be offered the place.

**Signed:** \_\_\_\_\_ **Brendan Weld**  
**(Chairperson to the Board of Management of Maynooth Post Primary School)**

**Date:** \_\_\_\_\_