



Scoil Bhríde, Straffan - Enrolment into Junior Infants - Guidelines for Parents/Guardians

Please keep this 'Application to Enrol Guideline Document' for your Information

The **Junior Infants Enrolment** Procedures are as follows;

1. Fully complete a 'Registration of Interest Form'. (**This is not an application to enrol**)
Your child's basic details will be kept on file in the school.
2. In the November prior to the Enrolment Deadline date (31st January immediately preceding the beginning of the applicable Junior Infant academic year), you will be invited to an Information Meeting in the school to explain the enrolment process for Scoil Bhríde, Straffan. You will also be forwarded the school's current 'Enrolment Policy' via email. **If you do not receive this email by 31st October, please contact the school immediately.**
3. You will be invited to an enrolment day in the school on the 31st January, 2020 where you are required to complete an enrolment form.
4. Your fully completed application may be submitted personally or via post/email. (Emailed applications must contain a scanned image of both parents/guardian's hand-written signatures/digital signatures – typed name will not suffice) Upon receipt of your application, you will receive a 'Confirmation of Receipt of Enrolment Application Slip' to acknowledge we have received your application. **Please do not leave the school without this receipt** (or if you have emailed the application, you should receive one by post from the school secretary)
 - **It is your responsibility to notify the school of any change to your contact details and all other details contained in your 'Application to Enrol Form'.**
 - **It is your responsibility to ensure the documentation requested with the 'Application to Enrol Form' is supplied with the application.**

Applications must be fully completed and accompanied by a copy of;

1. Birth Certificate/Adoption Certificate,
2. A Proof of Residential Address in at least one of the parent's/guardian's name must be provided. Examples of acceptable documents which must state the full name and address of the parent/ guardian include (but are not limited to):
 - *Utility Bill: eg. ESB, Gas, phone, Cable TV, TV Licence, Broadband provider. Printed online bills are accepted. Mobile Phone Bills are not accepted.*
 - *Correspondence from a Government Department or Office of the Revenue Commissioners*

Applicants may also be asked to provide official postcode identification in your name. Applicants are reminded that the burden of proof rests with the applicant to satisfy the Board of Management that they are primarily resident at the address stated on this application. The Board of Management reserves the right to verify to its satisfaction any information submitted. False or misleading relevant information on an application form will deem the application invalid.

The Board of Management may also request additional documentation to verify any matter pertaining to your application.

- **Failure to supply authentic and genuine items of documentation requested for submission by the Enrolment Deadline Date will deem the application invalid and your application will be refused.**
 - **If hand delivering your application to the school, you must only hand your application form to the school secretary, Ms. McAuliffe (Deputy-Principal) or Mrs. Colleran (Principal). Do not leave the school without your 'Confirmation of Receipt of Enrolment' slip. If emailed, you should receive this slip via post from the school secretary.**
5. Your Application will be categorised by Priority and in the event that applications for enrolment exceeds or is expected to exceed the number of places available the Board of Management will, when a vacancy arises, apply the prioritised criteria as outlined in the Enrolment/Admission Policy. The outlined Prioritisation applicable to all Junior Infant applicants will be accorded to all Junior Infant applicants when a vacancy arises in that Junior Infant class.
 6. Junior Infant Applications made before the Junior Infant Deadline date will receive a response to that application for enrolment by 28th February immediately preceding the beginning of that Junior Infant academic year. **If you have not received a response to your application by this date, please contact us immediately. Junior Infant Applications made any time after the Junior Infant Deadline date will be categorised as 'Category 5 – Late Application' and will receive a response to that application within 28 days.**
 7. Successful Junior Infant applicants will be emailed in May with details of your child's Induction Day in early June.

Please add our school email to your 'Safe Senders Address' on your email account – secretary@straffanschool.com



Application to Enrol Guideline Document' Senior Infants – 6th Class

Please keep this 'Application to Enrol Guideline Document' for your Information

The procedures for Enrolment into a class from Senior Infants – 6th Class are as follows;

1. Fully complete an 'Application to Enrol Form' and submit with the requested documentation.
2. The fully completed Application may be submitted personally or via post/email. (Emailed applications must contain a scanned image of both parents/guardian's hand-written signatures/digital signatures – **typed name will not suffice**)
3. Upon receipt of your application, you will receive a 'Confirmation of Receipt of Enrolment Application Slip' to acknowledge we have received your application. **Please do not leave the school without this receipt** (or if you have emailed the application, you should receive one by post from the school secretary)
 - **It is your responsibility to notify the school of any change to your contact details and all other details contained in your 'Application to Enrol Form'.**
 - **It is your responsibility to ensure the documentation requested with the 'Application to Enrol Form' is supplied with the application.**

Applications must be fully completed and accompanied by a copy of:

1. Birth Certificate/Adoption Certificate,
2. A Proof of Residential Address in at least one of the parent's/guardian's name must be provided. Examples of acceptable documents which must state the full name and address of the parent/ guardian include (but are not limited to):
 - *Utility Bill: eg. ESB, Gas, phone, Cable TV, Broadband provider. Printed online bills are accepted. Mobile Phone Bills are not accepted.*
 - *Correspondence from a Government Department or Office of the Revenue Commissioners*
 - *TV Licence*

Applicants may also be asked to provide official postcode identification in your name. Applicants are reminded that the burden of proof rests with the applicant to satisfy the Board of Management that they are primarily resident at the address stated on this application. The Board of Management reserves the right to verify to its satisfaction any information submitted. False or misleading relevant information on an application form will deem the application invalid.

The Board of Management may also request additional documentation to verify any matter pertaining to your application.

- **Failure to supply authentic and genuine items of documentation requested for submission by the Enrolment Deadline Date will deem the application invalid and your application will be refused.**
 - **If hand delivering your application to the school, you must only hand your application form to the school secretary, Ms. McAuliffe (Deputy-Principal) or Mrs. Colleran (Principal). Do not leave the school without your 'Confirmation of Receipt of Enrolment' slip. If emailed, you should receive this slip via post from the school secretary.**
4. Your Application will be categorised by Priority and in the event that applications for enrolment exceeds or is expected to exceed the number of places available, the Board of Management will, when a vacancy arises, apply the prioritised criteria as outlined in Section 3.3 (Applications into Senior Infants – 6th Class) of the Enrolment/Admission Policy document. The outlined Prioritisation applicable to all applicants (Senior Infants – 6th Class) (**section 3.3**) will be accorded to all such applicants when a vacancy arises in the applicable class.
 5. An Application To Enrol into Senior Infants – 6th Class will normally be processed at the earliest opportunity but will receive a response within 28 days. Applications made during school holidays will not be processed until the school re-opens.

Please add our school email to your 'Safe Senders Address' on your email account – secretary@straffanschool.com