



## **Scoil Bhríde, Straffan - Admission Guidelines for Parents/Guardians**

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

The **Junior Infants Admission Process** 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 Admission Period as outlined in the Admission Notice Deadline, you will be invited to an Information Meeting in the school to explain the admission process for Scoil Bhríde, Straffan. You will also be forwarded the school's current 'Admission Policy' via email. **If you do not receive this email by 15<sup>th</sup> December, please contact the school immediately.**

3. You will be invited to complete the Admission Application Form in the school during the 4 week period in the New Year as outlined in the Admission Notice.

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;

- Birth Certificate/Adoption Certificate,
- Proof of Address in at least one of the parent's/guardian's name must be provided from one of the following sources;
  - ***Electricity Bill,***
  - ***Gas Bill,***
  - ***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 school 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 Admission 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, Mrs. Colleran (Principal) or Ms. McAuliffe (Deputy-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 in accordance with the categories outlined in the Admission Policy. In the event that applications for enrolment exceeds or is expected to exceed the number of places available the Principal will, when a vacancy arises, apply the prioritised criteria as outlined in the Admission Policy.

6. The Admission Notice outlines the key dates for the Admission Process. The last date for accepting applications is the 5<sup>th</sup> February 2021. **If you have not received a response to your application by the 26<sup>th</sup> February, 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 (when they will visit their classroom subject to Public Health advice at the time) and the date for Parent Meeting with the school Principal and your child’s class teachers.

*Please add our school email to your ‘Safe Senders Address’ on your email account – [secretary@straffanschool.com](mailto:secretary@straffanschool.com)*



## **Admission Guideline Document' Senior Infants – 6<sup>th</sup> Class**

*Please keep this 'Admission Guideline Document' for your Information*

The procedures for the Admission Process into a class from Senior Infants – 6<sup>th</sup> Class are as follows;

1. Fully complete an 'Registration of Interest Form' and submit with the requested documentation.
2. During the Admission Period or thereafter, an School Admission Application Form will be provided and must 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 Admission Application Form 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 'Admission Application Form'.**
  - **It is your responsibility to ensure the documentation requested with the 'Admission Application Form' is supplied with the application.**

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

- Birth Certificate/Adoption Certificate,
- Baptismal Certificate (where applicable) and
- Proof of Address in at least one of the parent's/guardian's name must be provided from one of the following sources;
  - ***Electricity Bill,***
  - ***Gas Bill,***
  - ***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 Principal that they are primarily resident at the address stated on this application. The Principal 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 Principal 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 Admission 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 Application’ 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 Principal will, when a vacancy arises, apply the prioritised criteria as outlined in Section 3.3 (Applications into Senior Infants – 6th Class) of the Admission Policy document. The outlined Prioritisation applicable to all applicants (Senior Infants – 6<sup>th</sup> 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 – 6<sup>th</sup> 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.

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