**[SCHOOL NAME]**

**Annual Admission Notice**

in respect of admissions to the XXXX/XXXX school year

**Admission Policy and Application Form**

A copy of the school’s **Admission Policy** and the **Application Form for Admission** for the xxxx – xxxx is available as follows: –

To download at: school website address

On request: By emailing school email address or writing to school office address

**Part 1 - Admissions to the** *(insert year concerned)* **school year**

**Application and Decision Dates for admission to** *(insert school year concerned)*

The following are the dates applicable for admission to Junior Infants

|  |  |
| --- | --- |
| The school will commence accepting applications for admission on  |  |
| The school shall cease accepting applications for admission on  |  |
| The date by which applicants will be notified of the decision on their application is  |  |
| The period within which applicants must confirm acceptance of an offer of admission is |  |

**Note: The school will consider and issue decisions on late applications in accordance** with the school’s Admission Policy.

***\*Failure to accept an offer within the prescribed period above may result in the offer being withdrawn***

**Special Class Application and Decision Dates for admission to** *(insert school year concerned)* *(This section to be deleted if not applicable)*

The following are the dates applicable for admission to the school’s Special Class which caters for children with [insert details of category/categories of SEN catered for in the class] -

|  |  |
| --- | --- |
| The school will commence accepting applications for admission to the special class on  |  |
| The school shall cease accepting applications for admission to the special class on |  |
| The date by which applicants will be notified of the decision on their application for admission to the special class is |  |
| The period within which applicants must confirm acceptance of an offer of admission is |  |

**Number of Places being made Available in** *(insert school year concerned)*

|  |  |
| --- | --- |
| The number of places being made available in junior infants |  |
| The number of places being made available in the special class\* catering for children with [insert category or categories of SEN catered for in the special class is *(this section can be deleted if not applicable)* |  |

*(****\*Note:*** *If school has a number of classes that cater for different categories of SEN, details of the numbers of places for each SEN class must be provided)*

**Part 2 - Admissions to the** *(insert previous year)*

(*This section should only be completed if your school intake group/special class was oversubscribed in the previous school year and can be deleted if not relevant)*

Information regarding the admission process for the Intake Group for Junior Infants/Special Class for the *(insert previous year)* school year

In respect of the *(insert previous year)* school year, the total number of applications for admission received by the school was\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |
| --- |
| **Breakdown of places allocated for the** *(insert previous year)* **school year:** |
| Number of places available: |  |
| Number of applications received: |  |
| Number of Offers made and accepted under each criteria: | A description of each criterion used and the number of places offered and accepted under that criterion must be entered here.. |
| Total number of offers made |  |
| Number of names placed on waiting list for the school year concerned. |  |

*(****\*Note:*** *If school has a number of classes that cater for different categories of SEN, details of the numbers of places for each SEN class must be provided)*