*This notification should issue within 3 weeks of the closing date for*

Insert School Logo and contact details

*receipt of applications/3 weeks of receipt of late applications, as per*

*the school’s Annual Admission Notice, Part 1 or Section 15 School Admission Policy (Procedures for admission of students to other years and during the school year).*

*[Please delete this note prior to sending to Parent/Guardian]*

Dear [insert name(s) of parent(s)/guardian(s)],

Thank you for your application for a place for your child in [INSERT CLASS] in [INSERT SCHOOL NAME] for the 20XX/20XX school year.

Unfortunately, we are not in a position to offer you a place for [INSERT NAME OF CHILD] for the following reason(s):

**Please customise using the following example(s), as appropriate, that are relevant to your school context and the specific application:**

* *Due to over-subscription there is no available place in the requested class.*
* *The application does not satisfy the criteria set out in Section 15 of the School Admission Policy: “Procedures for admission of students to other years and during the school year”.*
* *You are not resident in the catchment area noted in the School Admission Policy, and priority was given to children living within the catchment area.*
* *In the case of a Special Class/Special School: Your child does not meet the criteria for the specified category of special educational needs (State category or categories here) provided for by this school.*

Please note that you may request the Board of Management to review this decision to refuse admission. Please refer to the school’s website for details of such review process.

**Where waitlisted, include the following:**

Your child is currently number \_\_\_ on the waiting list for the requested class. This waiting list, which is ranked against the selection criteria set out in the School’s Admission Policy is valid for the school year, and we will contact you if and when a place becomes available during that period.

Yours sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School Principal