Template offer of Admission, including Acceptance Form

Insert School Logo and contact details

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

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

*the school’s Annual Admission Notice, Part 1. [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 Junior Infants in [INSERT SCHOOL NAME] for the 20XX/20XX school year.

We are pleased to offer you a place for [INSERT NAME OF CHILD], and ask that you return the attached Acceptance Form at your earliest convenience, but not later than DD/MM/YYYY.

[Note: *This date must be consistent with the date set out in Part 1 of the Annual Admission Notice*].

**Note: All sections of the Acceptance Form must be completed.**

***Please note that this offer may be withdrawn if the Acceptance Form is not received by DD/MM/YYYY.***

[Please ensure that the date specified reflects the date set out in the school’s Annual Admission Notice].

Failure to accept this offer on or before DD/MM/YYYY will result in the withdrawal of the offer without further notice to you.

I look forward to hearing from you.

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

School Principal

***Data Privacy Statement – Acceptance of Offer Form***

*This form is required to fulfil the provisions of the Education (Admission to Schools) Act 2018, Section 62(7), (j) and (l), and will be retained on the pupil’s file.*

|  |  |  |
| --- | --- | --- |
| Insert School Logo and contact details  Acceptance of offer for Admission to Junior Infants School Year 20XX – 20XX  *Please complete all sections of this form* | | |
| General Information on Child | | |
| First Name: | Surname: | |
| PPS Number: | DOB: | |
| Home Address: | | |
| Please answer each of the following questions: | | |
| 1. In respect of the above named child, have you have accepted an offer of admission for another school or schools? **Yes 🞎 No 🞎**   If yes, please provide details of the offer(s):   1. In respect of the above named child, have you applied for and are you awaiting confirmation of an offer of admission from another school or schools? **Yes 🞎 No 🞎**   If yes, please provide details of the school(s) concerned.   1. Confirmation that the Code of Behaviour of [NAME SCHOOL} is acceptable to you is a requirement of admission.   The Code of Behaviour is published on the school’s website (insert link).  Please tick the box below to confirm that the Code of Behaviour is acceptable to you and that you will make all reasonable efforts to ensure that your child is compliant with this code.  **🞎 Yes, I confirm that the code of behaviour is acceptable to me/us and that I/we will make all reasonable efforts to ensure that our child is compliant with this code.** | | |
| **Declaration:**  I/We declare that the information provided on this acceptance form is accurate. | | |
| Parent/Guardian’s Signature: | | Parent/Guardian’s Signature: |
| Date: | | Date: |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| ***Office Use only:*** | Date Acceptance Received | D | D | M | M | Y | Y |
|  |  |  |  |  |  |