



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 December, prior to the Admission Period as outlined in the Admission Notice Deadline, a pre recorded Webinar by the Principal will be shared which will outline the online admission process for Scoil Bhríde, Straffan. You will also be forwarded the school's current 'Admission Policy' via email if you have pre registered your child with us..

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

4. Your fully completed application will be uploaded online using a link through the Aladdin portal which will be available on our school website and also through a link emailed to you. Upon receipt of your application, you will receive an email of receipt with a specific 'Reference Number' to acknowledge we have received your application. **Please ensure that you receive this confirmation via email otherwise something may have gone wrong with your submission.**

▪ **It is your responsibility to notify the school of any change to your contact details and all other details contained in your 'Enrolment Form'.**

▪ **It is your responsibility to ensure the documentation requested with the 'Enrolment Form' is supplied with the application.**

Applications must be fully completed and accompanied by a copy of (uploaded online with the application form);

▪ 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 will 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 completed online you should receive a confirmation email with a reference number**

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 26th January 2025. **If you have not received a response to your application by the 12th 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***

Admission Guideline Document Senior Infants – 6th Class

Please keep this 'Admission Guideline Document' for your Information

The procedures for the Admission Process into a class from Senior Infants – 6th Class are as points 1-4 above.

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 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 – 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.

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