

[SCHOOL NAME]

ANNUAL ADMISSION NOTICE

in respect of admissions to the 20XX/20XX school year



ADMISSION POLICY AND APPLICATION FORM

A copy of the school's **Admission Policy** and the **Application Form for Admission** for the [insert school year] 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 SCHOOL 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.

Special Class Application and Decision Dates for admission to [insert school year concerned]

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	

****Failure to accept an offer within the prescribed period above may result in the offer being withdrawn***

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	

(*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)

The following text applies only to schools that made offers of school places in respect of the 2021/22 school year and those offers that were accepted prior to 1 February 2020. It should be deleted in all other cases.

[School Name] has made offers of school placement which have been accepted prior to the commencement of Section 62 of the Education (Admission to Schools) 2018 on 1 February 2020, the number of those places offered and accepted for junior infant's intake group for 20XX/20XX is:

PART 2 - ADMISSIONS TO THE [INSERT PREVIOUS SCHOOL YEAR]

(This section should only be completed if your school intake group/special class was oversubscribed in the previous school year)

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

In respect of the [insert school year prior to that to which the admission notice applies] school year, the total number of applications for admission received by the school was _____

Breakdown of places allocated for the xx/xx 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. Example, as follows: Criterion One: Applicants living in the catchment area – 40 places offered, 38 places accepted. Criterion Two: Applicants with siblings attending the school – 20 places offered, 20 places accepted.
Total number of offers made	
Number of names placed on waiting list for the school year concerned.	