

Holywell Educate Together
C/O H8a CENTREPOINT BUSINESS PARK, OAK DRIVE, DUBLIN 12

Pre-Enrolment form

INFORMATION ON CHILD TO BE PRE-ENROLLED

Child's Full Name:				
Date of Birth:				
Year for which child is being pre-enrolled:				
Class (please circle):	Junior Infant	Senior Infant	First Class	Second Class
	Third Class	Fourth Class	Fifth Class	Sixth Class

PARENT/GUARDIAN INFORMATION

Name(s):
Contact Address:
.....
Phone Numbers:
e-mail (if applicable):

- Junior Infants must be 4 years of age on or before 1st June in year of pre-enrolment.
- I understand that allocation of places in the school will be strictly on a first come first served basis.
- I understand that the receipt of a pre-enrolment form does not guarantee that the child will be offered a place.
- I understand that it is my responsibility to inform Holywell Educate Together of any change of address, telephone number, or other relevant circumstances.
- I understand that if I have not replied to a confirmed offer of a place for my child within 14 days of that offer being made, I will have forfeited my Childs place on the pre-enrolment list.

A copy of the full pre-enrolment rules may be obtained from the Holywell Educate Together pre-enrolment officer.

Should you require an acknowledgement, please enclose a stamped addressed envelope. Send all completed application forms to Holywell Educate Together, C/O H8a Centrepoint, Oak Drive, Dublin 12.

Signed: Date:

For Holywell Educate Together use only	
Date of receipt of form:	Number:
Signed by:	Year:

Pre-enrolment Rules

1. Parents/Guardian can obtain pre-enrolment forms by contacting the pre-enrolment officer.
2. The pre-enrolment officer upon receipt of completed applications endorses each pre-enrolment form with a unique, sequential pre-enrolment number. If more than one form is received on the same day, they are ordered by post date on the envelope. If the post date is the same, they are put in alphabetical order
3. Each child will be placed on the list according to the pre-enrolment number.
4. Junior infants are entitled to start in the school if they are 4 on or before **1st June in the year they care due to start school**. Parents can choose to pre-enrol their child for that year or for the following year when he/she would be 5.
5. Class lists will be kept for each year. Children will be ranked in pre-enrolment number order on these lists e.g Junior Infants – 6th Class.
6. No guarantees of places are given or implied by pre-enrolment.
7. Children will be offered places strictly following the ranking of the pre-enrolment numbers on the pre-enrolment list. **Places will be allocated on a 'first come – first served' basis on a per class basis.**
8. Parents must respond in writing to confirm an offered place for their child within 14 days of that offer being made. Failure to respond within 14 days will result in their child's place on the pre-enrolment list being forfeited.

Holywell Educate Together
C/O H8a CENTREPOINT BUSINESS PARK, OAK DRIVE, DUBLIN 12

9. Parents pre-enrolling Junior Infants may defer the child's place for one year, providing the child will be under 6 by 1st September of the year that he/she starts school. This means that the child will be placed on the list for the following year according to the original pre-enrolment number. This does not guarantee an offer of a place as places will be allocated strictly following the ranking of the pre-enrolment numbers on the pre-enrolment list.

10. Junior infants, who have taken up an offer in the school, and defer after the school year has started, will be treated as if the deferral had taken place before actual enrolment. Junior infants' actual enrolment may be deferred for a maximum of one year. Placement order in following year's pre-enrolment list will be in accordance with original pre-enrolment number (i.e. as if they had originally pre-enrolled for the deferred year).

11. Where there is excess demand for school places, and a child is not offered a place, the parent should speak to the school regarding enrolling the child for the following year. It is important to note that this does not happen automatically.

12. If a child leaves during the school year, his/her place may be back-filled. The place may be offered to the next person on the list for the same class. If there is no child on the list for the same class who wishes to take up the offer, the place may be offered to a child on the list for a different class. This will be decided in conjunction with the Principal and the Board of Management.

13. It is the sole responsibility of the parents to inform the Pre Enrolment Officer promptly of any change of address, telephone number or other relevant circumstances.