

### 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. If parents have twins/triplets, the children will be put on the list one after the other.
4. Junior infants are entitled to start in the school if they are 4 by June 1st that year. Parents can choose to pre-enrol their child for that year or for the following year when he/she would be 5.
5. Two lists will be kept for each year: a junior infant list and a non-junior infant list. Children will be ranked in pre-enrolment number order on these lists.
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: that is, places will be allocated on a 'first come – first served' 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.
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. Non-junior infants cannot defer a place which has been offered to them. However, if the parent/guardian wants to put them on the list for the next year (for a different class), they will be issued with a new pre-enrolment number and put on the non-junior infant list for the following year.

12. If a non-junior infant is not offered a place in the year of initial application, parents will be offered the option to put their child's name on the pre-enrolment list for the next available year, retaining the parents' original pre-enrolment number. Parents must respond to this offer in writing within 14 days of that offer being made: otherwise their child's place on the pre-enrolment list will be forfeited.

13. 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.

14. It is the sole responsibility of the parents to inform Jane McCarthy of Educate Together on [jane.mccarthy@educatetogether.ie](mailto:jane.mccarthy@educatetogether.ie) promptly of any change of address, telephone number or other relevant circumstances.

**Educate Together Board of Directors 2007**

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