**[SCHOOL NAME]**

**ANNUAL ADMISSION NOTICE**

**in respect of admissions to the 20\_\_/\_\_ (***insert school year*   
*concerned***) 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: ***w*ww.[*schoolwebsiteaddress]***

On request: By emailing [*school email address*] or writing to: [*school office address*]

Text BoxText BoxText BoxShape**Part 1 - Admissions to the 20\_\_/\_\_** [*insert school year concerned*] **school year**

**Application and Decision Dates for admission to the 20\_\_/\_\_** [*insert school year concerned*]

The following are the dates applicable for admission to junior infants/first year (delete as appropriate):

|  |  |
| --- | --- |
| 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**\*** |  |

**\*Failure to accept an offer within the prescribed period above may result in the offer being withdrawn.**

**Note: the school will consider and issue decisions on late applications in accordance with the school’s Admission Policy.**

**Autism Class Application and Decision Dates for admission to the 20\_\_/\_\_** [*insert school year concerned*] **school year**

[School name], with the approval of the Minister for Education, has established a class / X classes to provide an education exclusively for autistic students / students with autism.

Children and young people are eligible for enrolment in a special class for autistic students / students with autism when the following is provided in support of such an application:

Professional report(s) outlining:

· Diagnosis of special educational needs (*e.g. Autism: DSM IV/V or ICD 10/11 (psychologist, psychiatrist, multi-disciplinary report*)

AND

· A demonstration of the understanding of complexity of the child’s overall level of need/s evidenced in the professional reports

AND

· Given the severity or complexity of the child’s support needs, a clear professional recommendation as to what educational placement type would be most appropriate to best meet the child’s needs, along with the rationale for same

AND

· A letter from the NCSE confirming that the child is known to them and that the child has the required diagnosis and recommendation for a special class for autistic students / students with autism.

[[Circular 39/2025](https://assets.gov.ie/static/documents/Circular_Letter_0039-2025_EN_final.pdf) advises parents/guardians seeking to enrol their child or young person in a special class or special school:

* that they should notify the NCSE by 1 October and engage with them on the range of options which are available to meet the needs of their child or young person and
* that parents/guardians should obtain a letter from the NCSE to submit with their admission application for a special class or special school confirming that the child meets the requirements for enrolment to that setting.

The following are the dates applicable for admission to the school’s autism class which caters for children with [*insert details of category/categories of education needs approved by the Minister catered for in the class*]:

|  |  |
| --- | --- |
| The school will commence accepting applications for admission to the autism class on |  |
| The school shall cease accepting applications for admission to the autism class on |  |
| The date by which applicants will be notified of the decision on their application for admission to the autism class is |  |
| The period within which applicants must confirm acceptance of an offer of admission to the autism class is**\*** |  |

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

**Note: the school will consider and issue decisions on late applications in accordance with the school’s Admission Policy.**

**Application and Decision Dates for admission to the 20\_\_/\_\_** [*insert school year concerned*]

The following are the dates applicable for admission to senior infants to sixth class / second to sixth year (delete as appropriate):

|  |  |
| --- | --- |
| 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**\*** |  |

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

**Note: the school will consider and issue decisions on late applications in accordance with the school’s Admission Policy.**

**Number of places being made available in the 20\_\_/\_\_** [*insert school year concerned]* **school year**

|  |  |
| --- | --- |
| The number of available places in junior infants/first year (delete as appropriate) |  |
| The number of places being made available in the autism class catering for children with [*insert category or categories of additional (‘special’) education catered for in the specialist class*] ~ |  |
| The number of places available in other year groups (list classes and numbers) |  |

**Other classes approved by the Minister**

If the school has a number of specialised classes approved by the Minister that cater for different categories of additional education needs, details of the numbers of places for each specialised class must be provided.

**PART 2 - Admissions to the** [*insert previous school year*] **school year**

**Information regarding the admission process for the Intake Group for [junior**   
**infants/ first year]/[autism class] for the 20\_\_/\_\_ school year**

In respect of the 20\_\_/\_\_ [*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 20\_\_/\_\_ 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 |  |