



Roll No. 12180 U

Presentation Primary School

Clonmel, Co. Tipperary.

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Admissions Policy

Appendix 1: Process for Mainstream Class Admission

1. Pre-enrolment forms will be available on the school website after the 1st October each year, in line with the Admissions Notice published on the school's web-site. This form must be fully completed by the parent/guardian on behalf of the child.
2. All parents/guardians that have completed the pre-enrolment form will be invited to an Open Day in the school. Their children will also be invited to come and visit the school at this time.
3. Parents will then be given an enrolment pack and will be invited to fully complete and return the official Enrolment Admission Form to the school on or before the date as set out in the Admissions Notice on the school's web-site.
4. If offered a place, an Acceptance Form is issued by the school. This must be returned to the school by the date identified in the Admissions Notice which is published on the school web-site. If this confirmation, including an acceptance of the school's Code of Behaviour by the parent in conjunction with an undertaking that he or she shall make all reasonable efforts to ensure compliance with such code by the student, is not received within the set time, the place will be reallocated.
5. If the application fulfils all of the enrolment criteria but the child is not offered a place, as there is no place available, the parent/guardian may opt to put the child's name on a waiting list. The waiting list will operate in accordance with the enrolment criteria and priority order as decided by the Principal with the aid of other school personnel.
6. The waiting list will be maintained for the duration of the academic year only, for which the initial application was made. All documentation regarding enrolment of those that do not secure a place will be destroyed at the end of the academic year.
7. Those who wish to apply for a place for the following school year must reapply in accordance with the admissions policy for that school year.

8. Please note that fulfilling the enrolment criteria does not necessarily ensure enrolment if sufficient places are not available and/or sufficient classroom space is not available.