

## Guidance Note on the use of CPSMA template Admission Documents

### *Templates for Junior Infant intake*

#### **1. Template Application Form for Admission to Junior Infants**

This application form requests the minimum amount of information required to process the application for admission. For illustrative purposes this template includes, “siblings” and “catchment area” as examples of specific criteria for which information is required for a school to be in a position to process the application for admission.

**N.B. Please ensure to amend the template Application Form for Admission where a school uses other admission criteria, as set out in the school’s Admission Policy.**

The template Application Form should be amended to include the relevant questions to elicit the information required under a school’s admission criteria in its Admission Policy. The following are examples of other selection criteria that a school may have in its Admission Policy and for which questions will require to be inserted into the template Application Form by the school to elicit the appropriate information:

Example 1: Schools who use the prior attendance of parents/grandparents as a criterion will need to elicit this information at the application stage.

Example 2: Declaration of attendance at an approved early intervention class or an early start pre-school will need to be included, if applicable.

Example 3: The specific requirements for admission to a special school, special class or Irish medium school will also need to be included.

#### **2. Template Letter of Offer of Admission to Junior Infants**

The template Letter of Offer of Admission sets out:

- that the school is making an offer of a place for admission and
- the date on or before which an applicant must confirm his/her acceptance of an offer of admission (as per the school’s Annual Admission Notice).

#### **3. Template Acceptance of Offer of Admission to Junior Infants**

The template Acceptance of Offer of Admission includes:

- a. A declaration that the applicant has/has not accepted an offer of admission for another school(s)
- b. A declaration that the applicant has/has not applied for and is/not awaiting confirmation of an offer of admission from another school(s)
- c. Confirmation by the parent that the school’s Code of Behaviour is acceptable to him/her/them and that s/he/they shall make all reasonable efforts to ensure compliance with such code by the student

*Note: When issuing the Template offer of Admission to Junior Infants, the school may choose to request all information required in relation to the applicant for the Primary Online Database. This request is optional at this point, but it is a good time to collect this data, as well as other information required by the school - Emergency contacts, relevant medical information etc.*

#### **4. Template letter of “non-offer” of admission to Junior Infants**

The template letter of “non-offer” of admission sets out:

- the reasons why a place is not being offered,
- includes a provision for details of the student’s ranking against the selection criteria and details of the student’s place on the waiting list for the school year concerned.

This letter informs applicants of the right to seek a review under Section 29 of the Education Act 1998, as amended by Section 7 of the Education (Admissions to School) Act 2018.

### *Templates for intake to classes other than Junior Infants*

#### **5. Template Application Form for Admission to Classes other than Junior Infants**

This application form requests the minimum amount of information required to process the application. The information furnished may also be shared with other parties in accordance with the provisions of S.66 (6) of the Education (Admission to schools) Act, 2018.

**N.B Please ensure to amend the template Application Form for Admission where a school uses other admission criteria, as set out in the school’s Admission Policy.**

The template Application Form should be amended to reflect the procedures set out in Section 15 of the School’s Admission Policy (*Procedures for admission of students to other years and during the school year*).

The specific requirements for admission to a special school, special class or Irish medium school will also need to be included, as appropriate.

#### **6. Template Letter of Offer of Admission to Classes other than Junior Infants**

The template Letter of Offer of Admission sets out:

- that the school is making an offer of a place for admission and
- the date on or before which an applicant must confirm his/her acceptance of an offer of admission.

#### **7. Template Acceptance of Offer of Admission to Classes other than Junior Infants**

The template Acceptance of Offer of Admission includes a declaration by the parent(s)/guardian(s) that the school’s Code of Behaviour is acceptable to him/her/them and that s/he/they shall make all reasonable efforts to ensure compliance with such code by the student

*Note: When issuing the template acceptance of Offer of Admission, the school may choose to request all information required in relation to the applicant for the Primary Online Database. This request is optional at this point, but it is a good time to collect this data, as well as other information required by the school - Emergency contacts, relevant medical information etc.*

#### **8. Template letter of “non-offer” of admission to Classes other than Junior Infants**

The template letter of “non-offer” of admission sets out:

- the reasons why a place is not being offered,
- includes a provision for details of the student’s ranking against the selection criteria and details of the student’s place on the waiting list for the school year concerned.

This letter informs applicants of the right to seek a review under Section 29 of the Education Act 1998, as amended by Section 7 of the Education (Admissions to School) Act 2018.