

## Annual Admission Notice

The school Admissions Policy is available from the school office or on the school website <https://westportetns.ie/>. Parents/Guardians wishing to apply for a place for their child in Junior Infants 2021 must complete the online application form.

- Enrolment forms will be available on the school website from **01<sup>st</sup> October 2020** at [www.westportetns.ie/enrol](http://www.westportetns.ie/enrol)
- This form requires the parent to give the school certain information regarding their child. (The information sought therein complies with the regulations of the various Data Protection Acts and will be managed in accordance with these acts).
- A separate form must be used in respect of each child's application for enrolment.
- The closing date for completed application forms will be midnight on **Friday 26<sup>th</sup> February 2021**.
- There will be 13 Junior Infant places for the school year 2021.
- Offers of places will be made **by post** from **Monday 01<sup>st</sup> March 2021**. Places will be offered in order of priority i.e. Priority 1, Priority 2 etc. The **Westport ETNS Registration Form** will be sent with the offer of place.
- Parents of applicants who have been offered a place must **return an enrolment acceptance form, and if taking up the offer of the place, a fully completed Registration Form, within 14 working days of the offer being made**. Failure to do so will result in the place being forfeited and reallocated.

**Please ensure to check your email as all future related correspondence will be conducted electronically.**

- Incomplete applications will not be considered. A copy of the applicant's original birth certificate, proof of residence (1 utility bill) and additional completed Registration Form will be required to complete the acceptance process.
- Anyone applying after Friday 26<sup>th</sup> February 2021 will be placed on the waiting list, and offered a place only after the 2 priority categories have been offered places.
- Failure to respond to the offer of a place, by submitting the school registration form, copy of birth certificate, and copy of utility bill, when requested will mean that the application is considered incomplete and will not be considered. Submitting inaccurate information on an application form or in accompanying documentation will render the application void ab-initio and where a place has been offered will result in the offer of the place being withdrawn and reallocated and/or in the case of placement on a waiting list, removal from the waiting list. In such circumstances the offer of a place will not be made even where a place for that number on the waiting list becomes available.
- Children will, as a rule, only be admitted into Junior Infant classes during the month of September. For transfers, see school Transfer Process.
- If the application for enrolment is successful and the place has been accepted as outlined above, the pupil shall be enrolled as per his/her name on his/her official birth certificate. Offers of places may not be deferred.
- Applicants in respect of whom a fully completed application form has been submitted who are not successful in securing a place, will be placed on a waiting list. The waiting list will expire on 30 September of the year for which the application was made.
- It is the sole responsibility of the parent to inform the school promptly of any change of address, telephone number, email or other relevant circumstances.

## Appendix – Letter of Offer



Westport ETNS  
C/O Sharkey Hill Community Centre  
Páirc na Coille  
Westport  
Co. Mayo  
F28CD82

Parent/Guardian Name  
Address 1  
Address 2  
Address 3  
Address 4  
Postcode

01<sup>st</sup> March 2021

### RE Westport Educate Together National School

Dear <Parent/Guardian Name>,

Many thanks for your application for a place in Westport Educate Together National School.

I am pleased to offer <Pupil Name> a Junior Infants place in Westport Educate Together National School, beginning September 2021.

If you wish to accept this offer please complete the Acceptance Form and return to **Westport Educate Together, C/O Sharkey Hill Community Centre, Páirc na Coille, Westport, Co. Mayo, F28 CD82** by **1.30pm on 22<sup>nd</sup> March**, along with a **copy of your child's Birth Cert.**

If your child has any professional reports recommending SNA access or resource hours **please furnish a copy of this report with Acceptance Form.** Failure to provide such documentation may invalidate your application.

Please note that if no response is received by **1.30pm on 22<sup>nd</sup> March 2021**, this offer becomes void, and will result in the place being forfeited and reallocated.

If you wish to refuse this offer please tick the appropriate box on the form enclosed and return to the address above.

Yours Sincerely

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Niall Quinn  
School Principal

**Westport Educate Together National School  
Acceptance Form**



Number: <Student Number>  
Name: <Student Name>  
Date of Birth: <DOB>  
Address: <Address 1>  
<Address 2>  
<Address 3>  
<Address 4>

**Please tick a box to indicate your preference:**

*\*In accepting a place, you are consenting to the sharing of information between Westport ETNS and your child's preschool. This may or may not include a visit to the preschool.*

I wish to accept a place in Junior Infants 2021

I wish to refuse a place in Junior Infants 2021

Have you accepted an offer of admission for another school or schools? Yes  No   
*If you have accepted such an offer, you must also provide details of the offer or offers concerned*

Have you applied for and are awaiting confirmation of an offer of admission from another school or schools? Yes  No   
*If so, you must provide details of the other school or schools concerned*

In accordance with section 23(4) of the Education (Welfare) Act 2000, I \_\_\_\_\_ on behalf of my child \_\_\_\_\_ confirm that the code of behaviour of the school is acceptable to him or her and that he or she shall make all reasonable efforts to ensure compliance with such code by the student.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Please return completed forms to:  
**Westport Educate Together**  
**C/O Sharkey Hill Community Centre**  
**Páirc na Coille**  
**Westport**  
**Co. Mayo**  
**F28 CD82**

Closing date for completed forms is 22<sup>nd</sup> March 2021.