

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 2023 must complete the online application form.

- Enrolment forms will be available on the school website from **03rd October 2022** at 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 24th February 2023**.
- There will be 13 Junior Infant places for the school year 2023.
- Offers of places will be made **by post** from **01st March 2023**.
Places will be offered in order of priority i.e. Priority 1, Priority 2 etc.
- The **Westport ETNS Registration Form** will be sent by email following 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 completed Registration Form will be required to complete the acceptance process.
- Anyone applying after Friday 24th February 2023 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render the application void ab-initio and where a place has been offered will result in the offer of the place being withdrawn and reallocated and/or in the case of placement on a waiting list, removal from the waiting list.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 Westport Woods
Quay Road
Westport
Co. Mayo
F28 E6N4

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

01st March 2023

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 2023.

If you wish to accept this offer please complete the Acceptance Form and return to **Westport Educate Together, C/O Westport Woods, Quay Road, Westport, Co. Mayo, F28 E6N4** by **1.30pm on 15th March**, along with a **copy of your child's Birth Cert and proof of residence**.

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 15th March 2023**, 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

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 2023

I wish to refuse a place in Junior Infants 2023

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.

I include a copy of my child's Birth Certificate and proof of residence (utility bill) Yes

Signed: _____ Date: _____

Please return completed forms to:
**Westport Educate Together
C/O Westport Woods
Quay Road
Westport
Co. Mayo
F28 E6N4**

Closing date for completed forms is 15th March 2023.