



Nov 6<sup>th</sup> 2023

**Re: School Enrolment 2024/25**

Dear Parents/Guardians,

Thank you for your interest in enrolling your child in our school for the forthcoming school year.

The admissions process begins at the start of November 2023 and runs until the end of January 2024.

As you have previously submitted an “**Intention to Enrol Form**” for your child, the next step in the process is for parents/guardians to fully complete and return the attached **Enrolment Application Form**. Please note that this form should be returned to the school office by **Wednesday, January 31<sup>st</sup> 2024**. If, for any reason, you are unable to return the form by that date, please contact the school principal.

Along with the attached form, please forward a copy of your child’s **Birth Certificate**. If you would like us to make a copy of this document in the school office, we are happy to do this for you.

A copy of your child’s **Baptismal Certificate** is also necessary if you would like your child to receive the sacraments while attending our school. If your child was baptised in Termonfeckin Parish, this does not apply as the certificate will be in the parish records.

Once places are offered for the new school year, parents/guardians are requested to complete and sign a registration form which will be posted out to you in February 2024.. At that stage, the school will also require some additional information to finalise the enrolment process.

If you have any questions about applying to enrol your child in our school, please do not hesitate to contact me.

Yours sincerely,

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**Bryan Collins**  
**School Principal**