

# Cloneen National School

Cloneen, Clonmel, Co. Tipperary.

Tel: 052 6191887 Email: [office@cloneenns.ie](mailto:office@cloneenns.ie) Web: [www.cloneenns.ie](http://www.cloneenns.ie)

Registered Charity No: 20204142



Príomhoide: Helen Kiersey

Leas Phríomhoide: Úna Kiernan

Roll No. 17694H

## Admission Policy of Cloneen National School

Cloneen, Clonmel, Co. Tipperary

[www.cloneenns.ie](http://www.cloneenns.ie)

Roll number: 17694H

School Patron: Archbishop Kieran O'Reilly

### 1. INTRODUCTION

This Admission Policy complies with the requirements of the Education Act 1998, the Education (Admission to Schools) Act 2018 and the Equal Status Act 2000. In drafting this policy, the Board of Management of the school has consulted with school staff, the school patron and with parents of children attending the school.

The policy was approved by the school patron on 01<sup>st</sup> May 2020. It is published on the school's website and will be made available in hardcopy, on request, to any person who requests it.

The relevant dates and timelines for Cloneen National School's admission process are set out in the school's annual admission notice which is published annually on the school's website at least one week before the commencement of the admission process for the school year concerned.

**This policy must be read in conjunction with the annual admission notice for the school year concerned.**

The application form for admission is published on the school's website and will be made available in hardcopy on request to any person who requests it.

Children enrolled in our school are required to co-operate with and support the School/ Board of Management's Code of Behaviour as well as all other policies on curriculum, organisation, and management. The BOM places the responsibility on Parents / Guardians for ensuring that their child(ren) co-operate with said policies in an age-appropriate way.

### 2. CHARACTERISTIC SPIRIT AND GENERAL OBJECTIVES OF THE SCHOOL

Cloneen National School is a Catholic co-educational primary school with a Catholic ethos under the patronage of the Archbishop of Cashel and Emly.

"Catholic Ethos" in the context of a Catholic primary school means the ethos and characteristic spirit of the Roman Catholic Church, which aims at promoting:

- (a) the full and harmonious development of all aspects of the person of the pupil, a living relationship with God and with other people; and

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- (b) including the intellectual, physical, cultural, moral and spiritual aspects; and
- (c) a philosophy of life inspired by belief in God and in the life, death and resurrection of Jesus; and
- (d) the formation of the pupils in the Catholic faith;

and which school provides religious education for the pupils in accordance with the doctrines, practices and traditions of the Roman Catholic Church, and/or such ethos and/or characteristic spirit as may be determined or interpreted from time to time by the Irish Episcopal Conference.

In accordance with S.15 (2) (b) of the Education Act, 1998 the Board of Management of Cloneen National School shall uphold, and be accountable to the patron for so upholding, the characteristic spirit of the school as determined by the cultural, educational, moral, religious, social, linguistic and spiritual values and traditions which inform and are characteristic of the objectives and conduct of the school.

Cloneen National School, a co-educational, Catholic, primary school under the patronage of the Archbishop of Cashel and Emly, strives to provide a caring, happy and secure atmosphere where the intellectual, spiritual, moral and cultural needs of the pupils are identified and addressed. Cloneen N.S. strives to promote a love of learning amongst its pupils while helping them to reach their full potential. The school models a philosophy of life inspired by belief in God and in the life, death and resurrection of Jesus Christ, while at the same time recognizing and respecting all other religions. Cloneen NS provides Religious Education for the pupils in accordance with the doctrines, practices and tradition of the Roman Catholic Church and promotes the formation of the pupils in the Catholic Faith.

### 3. ADMISSION STATEMENT

Cloneen National School will not discriminate in its admission of a student to the school on any of the following:

- (a) the gender ground of the student or the applicant in respect of the student concerned,
- (b) the civil status ground of the student or the applicant in respect of the student concerned,
- (c) the family status ground of the student or the applicant in respect of the student concerned,
- (d) the sexual orientation ground of the student or the applicant in respect of the student concerned,
- (e) the religion ground of the student or the applicant in respect of the student concerned,
- (f) the disability ground of the student or the applicant in respect of the student concerned,
- (g) the ground of race of the student or the applicant in respect of the student concerned,
- (h) the Traveller community ground of the student or the applicant in respect of the student concerned, or
- (i) the ground that the student or the applicant in respect of the student concerned has special educational needs

As per section 61 (3) of the Education Act 1998, 'civil status ground', 'disability ground', 'discriminate', 'family status ground', 'gender ground', 'ground of race', 'religion ground', 'sexual orientation ground' and 'Traveller community ground' shall be construed in accordance with section 3 of the Equal Status Act 2000.

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Cloneen National School is a school whose objective is to provide education in an environment which promotes certain religious values and does not discriminate where it refuses to admit as a student a person who is not of the Catholic faith and it is proved that the refusal is essential to maintain the ethos of the school.

*Note for Parents: the inclusion of the above wording was mandated by the Education (Admission to Schools) Act 2018.*

## 4. CATEGORIES OF SPECIAL EDUCATIONAL NEEDS CATERED FOR IN THE SCHOOL/SPECIAL CLASS

Cloneen National School, with the approval of the Minister for Education and Skills, provides an education for all students, under the guidance of this Admissions Policy.

### Enrolment of Children with Special Needs:

1. In relation to applications for the enrolment of children with special needs, the Board of Management will require a copy of the child's medical and/or psychological report or where such a report is not available, will request that the child be assessed immediately.
2. The purpose of the assessment report is to assist the school in establishing the educational and training needs of the child relevant to his/her disability or special needs and to profile the support services required.
3. Following receipt of the report, the board shall assess how the school could meet the needs specified in the report. Where the board deems that further resources are required, it will request the Department of Education and Skills to provide the resources required to meet the needs of the child as outlined in the psychological or medical report.
4. These resources may include for example, access to, or the provision of, any or a combination of the following: special needs assistant, specialised equipment or furniture, transport services or other.
5. The school will meet with the parents of the child to discuss the child's needs and the school's suitability or capability in meeting those needs. If necessary, a full-case conference involving all parties should be held, which may include parents, principal, class teacher, SET or psychologist, as appropriate.
6. It may, in certain circumstances, be necessary for the Board of Management to defer admission of a child pending the completion of an assessment report and/or provision of the necessary resources by the Department of Education and Skills.
7. The Board will notify parents of their decision within 21 days of **the closing date for the receipt of applications.**

## 5. ADMISSION OF STUDENTS

This school shall admit each student seeking admission except where –

- a) the school is oversubscribed (please see [section 6](#) below for further details)

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- b) a parent of a student, when required by the principal in accordance with section 23(4) of the Education (Welfare) Act 2000, fails to confirm in writing 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

The BOM reserves the right to determine the maximum number of children in each separate classroom bearing in mind:

- Size of/available space in classrooms
- Educational needs of children of a particular age
- Multi-grade classes
- Presence of children with special educational/ behavioural needs
- DES maximum class average directives

Cloneen National School is a Catholic school and may refuse to admit as a student a person who is not of the Catholic faith where it is proved that the refusal is essential to maintain the ethos of the school.

*Note for Parents: the inclusion of the above wording was mandated by the Education (Admission to Schools) Act 2018.*

An Enrolment Day for children who have been offered places for the coming academic year will be held each June. On that day, new Junior Infants will spend a period in school to familiarise themselves with their new environment.

## 6. OVERSUBSCRIPTION

In the event that the school is oversubscribed, the school will, when deciding on applications for admission, apply the following selection criteria in the order listed below to those applications that are received within the timeline for receipt of applications as set out in the school's annual admission notice:

1. Applicants with siblings currently enrolled in the school (including step-siblings, resident at the same address),
2. Children living within the catchment areas (to include the parish),
3. Children of current staff, including ancillary staff,
4. Other children living outside the catchment area;  
(In the event that priority will be required to be given to children within any one of the above categories, older children will be given priority)
5. Random selection (independently verified).

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In the event that there are two or more students tied for a place or places in any of the selection criteria categories above (the number of applicants exceeds the number of remaining places), the following arrangements will apply:

In the event that the number of pupils seeking enrolment from categories 1 and 2 exceeds the number of pupils for a single class then the school will apply a cut off for enrolment based on age, i.e. pupils will be offered places on an age basis, oldest first. Pupils must be 4 years of age by 1<sup>st</sup> September in the year they start school.

## 7. WHAT WILL NOT BE CONSIDERED OR TAKEN INTO ACCOUNT

In accordance with section 62(7) (e) of the Education Act, the school will not consider or take into account any of the following in deciding on applications for admission or when placing a student on a waiting list for admission to the school:

- (a) a student's prior attendance at a pre-school or pre-school service, including naíonraí, other than in relation to a student's prior attendance at—
  - (I) an early intervention class, or
  - (II) an early start pre-school, specified in a list published by the Minister from time to time;
- (b) the payment of fees or contributions (howsoever described) to the school;
- (c) a student's academic ability, skills or aptitude;
- (d) the occupation, financial status, academic ability, skills or aptitude of a student's parents;
- (e) a requirement that a student, or his or her parents, attend an interview, open day or other meeting as a condition of admission;
- (f) a student's connection to the school by virtue of a member of his or her family attending or having previously attended the school;  
(this is addressed in the Enrolment Criteria in Section 6 of this Policy)
- (g) the date and time on which an application for admission was received by the school,

This is subject to the application being received at any time during the period specified for receiving applications set out in the annual admission notice of the school for the school year concerned.

## 8. DECISIONS ON APPLICATIONS

All decisions on applications for admission to Cloneen National School will be based on the following:

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- Our school's admission policy
- The school's annual admission notice (where applicable)
- The information provided by the applicant in the school's official application form received during the period specified in our annual admission notice for receiving applications

(Please see [section 14](#) below in relation to applications received outside of the admissions period and [section 15](#) below in relation to applications for places in years other than the intake group.)

Selection criteria that are not included in our school admission policy will not be used to make a decision on an application for a place in our school.

## 9. NOTIFYING APPLICANTS OF DECISIONS

Applicants will be informed in writing as to the decision of the school, within the timeline outlined in the annual admissions notice. The applicant's parents/guardians will then be required to complete an Enrolment Registration form and Permissions Form.

If a student is not offered a place in our school, the reasons why they were not offered a place will be communicated in writing to the applicant, including, where applicable, 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.

Applicants will be informed of the right to seek a review/right of appeal of the school's decision (see [section 18](#) below for further details).

## 10. ACCEPTANCE OF AN OFFER OF A PLACE BY AN APPLICANT

In accepting an offer of admission from Cloneen National School, you must indicate—

- (i) whether or not you have accepted an offer of admission for another school or schools. If you have accepted such an offer, you must also provide details of the offer or offers concerned and
- (ii) whether or not you have applied for and awaiting confirmation of an offer of admission from another school or schools, and if so, you must provide details of the other school or schools concerned.

## 11. CIRCUMSTANCES IN WHICH OFFERS MAY NOT BE MADE OR MAY BE WITHDRAWN

An offer of admission may not be made or may be withdrawn by Cloneen National School where—

- (i) it is established that information contained in the application is false or misleading.
- (ii) an applicant fails to confirm acceptance of an offer of admission on or before the date set out in the annual admission notice of the school.
- (iii) the parent of a student, when required by the principal in accordance with section 23(4) of the Education (Welfare) Act 2000, fails to confirm in writing that the code of

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- 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; or
- (iv) an applicant has failed to comply with the requirements of 'acceptance of an offer' as set out in [section 10](#) above.

## 12. SHARING OF DATA WITH OTHER SCHOOLS

Applicants should be aware that section 66(6) of the Education (Admission to Schools) Act 2018 allows for the sharing of certain information between schools in order to facilitate the efficient admission of students.

Section 66(6) allows a school to provide a patron or another board of management with a list of the students in relation to whom—

- (i) an application for admission to the school has been received,
- (ii) an offer of admission to the school has been made, or
- (iii) an offer of admission to the school has been accepted.

The list may include any or all of the following:

- (i) the date on which an application for admission was received by the school;
- (ii) the date on which an offer of admission was made by the school;
- (iii) the date on which an offer of admission was accepted by an applicant;

a student's personal details including his or her name, address, date of birth and personal public service number (within the meaning of section 262 of the Social Welfare Consolidation Act 2005).

### **PRIMARY ONLINE DATABASE (POD) Department of Education and Skills**

The Department of Education and Skills requires the following details about each child: Name, Address, Date of Birth, Nationality and PPS number. The school enters these details into the Primary Online Database (POD). For further information, you may access 'POD Fair Processing Notice' on the POD area of the Department's website:

<https://www.education.ie/en/Publications/Statistics/Primary-Online-Database-POD-/POD-Fair-Processing-Notice.pdf>

## 13. WAITING LIST IN THE EVENT OF OVERSUBSCRIPTION

In the event of there being more applications to the school year concerned than places available, a waiting list of students whose applications for admission to Cloneen National School were unsuccessful due to the school being oversubscribed will be compiled and will remain valid for the school year in which admission is being sought.

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Placement on the waiting list of Cloneen National School is in the order of priority assigned to the students' applications after the school has applied the selection criteria in accordance with this admission policy.

Applicants whose applications are received after the closing date, outlined in the Annual Admission Notice, will be placed at the end of the waiting list in order of the date of receipt of the application.

Offers of any subsequent places that become available for and during the school year in relation to which admission is being sought will be made to those students on the waiting list, in accordance with the order of priority in relation to which the students have been placed on the list.

## 14. LATE APPLICATIONS

All applications for admission received after the closing date as outlined in the annual admission notice will be considered and decided upon in accordance with our school's admissions policy, the Education Admissions to School Act 2018 and any regulations made under that Act.

Late applicants will be notified of the decision in respect of their application no later than three weeks after the date on which the school received the application. Late applicants will be offered a place if there is place available. In the event that there is no place available, the name of the applicant will be added to the waiting list as set out in Section 13.

## 15. PROCEDURES FOR ADMISSION OF STUDENTS TO OTHER YEARS AND DURING THE SCHOOL

### YEAR

The procedures of the school in relation to the admission of students who are not already admitted to the school to classes or years other than the school's intake group are as follows:

*Applications for enrolment during the school year will be considered subject to school policy, available space and the provision of information concerning attendance and the child's educational progress.*

*Such applications will be dealt with on a case-by-case basis but will normally only be considered for admission on the first day of each new term unless the applicant is newly resident in the area.*

*Pupils wishing to transfer from other schools are enrolled subject to the Rules governing National Schools, as well as our own school's enrolment policy. Pupils may transfer to the school during the school year subject to school policy, available space and in some cases the approval of the DES. The Education Welfare Act (2000) contains some specific provisions in relation to the transfer of pupils including the requirement that information concerning attendance and the child's educational progress, should be communicated between schools. However, under current Data Protection Guidelines, schools cannot access behavioural or attendance records of any pupil. A school can only access a pupil's educational progress once they have been registered on their enrolment.*

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The procedures of the school in relation to the admission of students who are not already admitted to the school, after the commencement of the school year in which admission is sought, are as follows:

*In the event of there being more applications to the school year concerned than places available, a waiting list of students whose applications for admission to Cloneen National School unsuccessful due to the school being oversubscribed will be compiled and will remain valid for the school year in which admission is being sought.*

*Placement on the waiting list of Cloneen National School is in the order of priority assigned to the students' applications after the school has applied the selection criteria in accordance with this admission policy.*

**Junior Infants, with the exception of students transferring from another school, may only be admitted to the school on or prior to 30<sup>th</sup> September of that academic year.**

## **16. DECLARATION IN RELATION TO THE NON-CHARGING OF FEES**

The Board of Cloneen National School or any persons acting on its behalf will not charge fees for or seek payment or contributions (howsoever described) as a condition of-

- (a) an application for admission of a student to the school, or
- (b) the admission or continued enrolment of a student in the school.

## **17. ARRANGEMENTS REGARDING STUDENTS NOT ATTENDING RELIGIOUS INSTRUCTION**

Our school is of a Catholic ethos and, in keeping with that ethos, children of all or no other faith are welcome to apply to this school.

We respect the decision of parents to withdraw their child/children from taking part in the religious education curriculum, religious ceremonies, school Masses, etc.

The following are the school's arrangements for students, where the parent(s)/guardian(s) have requested that the student attend the school without attending religious instruction (etc.) in the school. These arrangements will not result in a reduction in the school day of such students:

Pupils of other faiths are very welcome at Cloneen National School. When they enrol, it is clearly stated that they are enrolling in a school with a strong Catholic ethos and that this ethos of caring and consideration for others permeates all in the community. A written request should be made to the Principal of the school. A meeting will then be arranged with the parent(s)/guardian(s) of the student, to discuss how the request may be accommodated by the

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school. It is school policy that children who are not attending religious instruction will remain in the classroom during religious instruction time under the supervision of the class teacher. Children are not removed from class during religion lessons but can work at other curricular tasks. They may complete activities that both they and the teacher have chosen together, with the support of their parent(s). This may be a project that they are working on or a reading or written activity, ideally something that they enjoy and can work on independently. Children of other faiths and their families are most welcome to join their class at any sacramental or liturgical celebration.

## 18. REVIEWS/APPEALS

### **Review of decisions by the Board of Management**

The parents/guardians of the student, may request the board to review a decision to refuse admission. Such requests must be made in accordance with Section 29C of the Education Act 1998.

The timeline within which such a review must be requested and the other requirements applicable to such reviews are set out in the procedures determined by the Minister under section 29B of the Education Act 1998 which are published on the website of the Department of Education and Skills.

The board will conduct such reviews in accordance with the requirements of the procedures determined under Section 29B and with section 29C of the Education Act 1998.

**Note:** Where an applicant has been refused admission due to the school being oversubscribed, the applicant **must request a review** of that decision by the board of management prior to making an appeal under section 29 of the Education Act 1998.

Where an applicant has been refused admission due to a reason other than the school being oversubscribed, the applicant **may request a review** of that decision by the board of management prior to making an appeal under section 29 of the Education Act 1998.

### **Right of appeal**

Under Section 29 of the Education Act 1998, the parents/guardians of the student, may appeal a decision of this school to refuse admission.

An appeal may be made under Section 29 (1) (c) (i) of the Education Act 1998 where the refusal to admit was due to the school being oversubscribed.

An appeal may be made under Section 29 (1) (c) (ii) of the Education Act 1998 where the refusal to admit was due a reason other than the school being oversubscribed.

Where an applicant has been refused admission due to the school being oversubscribed, the applicant **must request a review** of that decision by the board of management **prior to making an appeal** under section 29 of the Education Act 1998. (see Review of decisions by the Board of Management)

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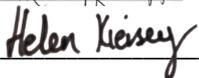
Where an applicant has been refused admission due to a reason other than the school being oversubscribed, the applicant **may request a review** of that decision by the board of management prior to making an appeal under section 29 of the Education Act 1998. (see Review of decisions by the Board of Management)

Appeals under Section 29 of the Education Act 1998 will be considered and determined by an independent appeals committee appointed by the Minister for Education and Skills.

The timeline within which such an appeal must be made and the other requirements applicable to such appeals are set out in the procedures determined by the Minister under section 29B of the Education Act 1998 which are published on the website of the Department of Education and Skills.

The policy was ratified by the Board of Management of Cloneen National School on 08th June 2020.

Signed:  Chairperson, Board of Management Date: 08th June 2020

Signed:  Principal Date: 08th June 2020

The contents of this policy have been approved by St. Senan's Education Office, acting on behalf of the Patron.



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## Enrolment Application Form

Enrolment Year: \_\_\_\_\_

Pupil's First Name: \_\_\_\_\_

Surname: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Gender: \_\_\_\_\_

Address (at which the applicant resides):

\_\_\_\_\_

\_\_\_\_\_ Eircode: \_\_\_\_\_

Name and class of Sibling(s) currently enrolled:

\_\_\_\_\_

Parish in which the applicant resides:

\_\_\_\_\_

### Parent(s)/Guardian(s) Details:

Name: \_\_\_\_\_  Parent  Custodian  Legal Guardian

Address:

\_\_\_\_\_

\_\_\_\_\_

Home Tel. \_\_\_\_\_ Mobile: \_\_\_\_\_ Email: \_\_\_\_\_

Name: \_\_\_\_\_  Parent  Custodian  Legal Guardian

Address:

\_\_\_\_\_

\_\_\_\_\_

Home Tel. \_\_\_\_\_ Mobile: \_\_\_\_\_ Email: \_\_\_\_\_

Signature 1: \_\_\_\_\_ Signature 2: \_\_\_\_\_

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

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

Completed enrolment applications must be returned to Cloneen National School by 28<sup>th</sup> February 20\_\_.