

## Parent and Carers Guide to School Applications

### Tips for Enrolling a Child in School

Parents and carers should make contact with the school or schools of choice. Applications for school places can be made by a parent or carer at any time during the school year, however applications for places in Junior Infants and First Year must be made within the time frame which is set down by the school in the school's admissions/enrolment policy. It is very important to submit the application in good time and before the close of the deadline.

- Always apply in writing to a school for a school place. Address the letter of application to: The Secretary, Board of Management, NAME OF SCHOOL and address of school. If the school has an application form, you should apply using this form.

- **Remember to date the letter of application.**

- Keep a copy of the letter of application. If you are asked to fill out an application form, ask for a copy of this and keep a copy of the completed application form and any other documents you are asked to submit. For example: a birth certificate, an educational assessment, a school report or any other medical documents.

- **In your letter of application, ask for a copy of the school admissions policy. If your child has Special Educational Needs, ask for a copy of the school's Special Education Needs Policy.**

- Section 19 of The Education (Welfare) Act 2000 states that a school may only refuse admission to a child, in accordance with the school's published Admissions Policy.

- **Section 19 of The Education Welfare Act 2000 places a legal obligation on a school's Board of Management to reply "in writing" and "not later than 21 days", after receiving an application for admission, stating whether or not the child has been admitted to or enrolled in the school.**

- Where a Board of Management refuses to enrol a child, the parent has a statutory right to appeal the decision under Section 29 of the Education Act 1998. For more information, see <http://www.education.ie/en/Parents/Services/Appeal-against-Permanent-Exclusion-Suspension-or-Refusal-to-Enrol/>

- **If a school tells you that your child is on a waiting list, you should ask the school where he/she is on the waiting list and how you will be informed of any changes to your child's placement on the list.**

If, despite your efforts, your child remains without a school place, you should contact the Educational Welfare Service for advice and support.

### Contact your local Educational Welfare Office:

<b>Region 1:</b> Cork, Kerry, Limerick, Clare, Tipperary	<a href="mailto:ewsregion1@tusla.ie">ewsregion1@tusla.ie</a>	<b>021 242 8611</b>
<b>Region 2:</b> South County Dublin, Kildare, Wicklow, Waterford, Carlow, Kilkenny, Wexford	<a href="mailto:ewsregion2@tusla.ie">ewsregion2@tusla.ie</a>	<b>01 525 2166</b>
<b>Region 3:</b> Dublin City, Clondalkin, Lucan	<a href="mailto:ewsregion3@tusla.ie">ewsregion3@tusla.ie</a>	<b>01 771 8815</b>
<b>Region 4:</b> Galway, Mayo, Sligo, Leitrim, Roscommon, Longford, Offaly, Laois, Westmeath, Donegal	<a href="mailto:ewsregion4@tusla.ie">ewsregion4@tusla.ie</a>	<b>091 385 302</b>
<b>Region 5:</b> Fingal, Louth, Meath, Cavan, Monaghan	<a href="mailto:ewsregion5@tusla.ie">ewsregion5@tusla.ie</a>	<b>042 941 9017</b>