

2025



Admissions Policy

Coralstown N.S.

Roll Number 16914N

School Patron: Dr. Tom Deenihan, Bishop of Meath

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 original policy was approved by the school patron on 15/09/20. It is published on the school's website and will be made available in hardcopy, on request, to any person who requests it. This review was approved by the school patron on 24/09/2025.

The relevant dates and timelines for Coralstown N.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 (Appendix 1) 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.

Decisions in relation to applications for enrolment are made by the Board of Management of the school.

1. Characteristic Spirit and General Objectives of the school

Mission:

Coralstown N.S. is a Catholic co-educational primary school under the patronage of the Bishop of Meath, Dr. Tom Deenihan.

"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, including the intellectual, physical, cultural, moral and spiritual aspects; and
- (b) a living relationship with God and with other people; 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.

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In accordance with S.15 (2) (b) of the Education Act, 1998 the Board of Management of Coralstown N.S. 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.

Coralstown N.S. is committed to establishing and nurturing a safe, happy and caring learning environment, where everyone is respected, valued and enabled to approach life with confidence.

We strive to provide a well ordered, happy, caring and secure atmosphere where the intellectual, spiritual, physical, moral and curricular needs of all pupils are identified and addressed. While we are a school with a Catholic ethos, we also have due recognition for all other faiths.

The school supports the principle of equality for all students regarding access to and participation in the school. The school respects the diversity of traditions, values, beliefs, languages and ways of life in society. The school acknowledges the right of parents to send their children to a school of the parent's choice.

The school is staffed in accordance with the standard pupil – teacher ratios sanctioned by the Department and any additional teaching hours sanctioned by the Department in respect of curricular concessions, special needs, special programmes etc. The school operates within the regulations laid down by the Department from time to time.

The capacity of the school to implement its desired curriculum, its broad range of educational programmes, its breadth of extra-curricular activities, its school plan and policies are dependent on the resources it receives. Consequently, in determining its activities and programme for any school year the school must have due regard to the teaching, management and administrative resources and the accommodation, equipment and funding available to it.

In Coralstown N.S., we strive to promote the professional and personal development of teachers through staff development programmes.

We encourage the involvement of parents through home/school contacts. We endeavour to enhance the self-esteem of everyone in the school community and to imbue in the pupils a respect for people and property.

2. Admission Statement

Coralstown NS 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,

Coralstown N.S. Admissions Policy

- (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.

Coralstown N.S. 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 Catholic and it is proved that the refusal is essential to maintain the ethos of the school.

Coralstown N.S. is a mainstream school which has established a class, with the approval of the Minister of Education and Skills, which provides an education exclusively for students with a category or categories of special educational needs specified by the Minister and may refuse to admit to a class a student who does not have the category of needs specified.

3. Categories of Special Educational Needs catered for in the school

Coralstown N.S., with the approval of the Minister for Education and Skills, has established a class to provide an education exclusively for students with A.S.D. who have a diagnosis and a specified referral.

Coralstown N.S. has a maximum capacity of six pupils in one class. In setting up the class, the BoM is committed to developing an educational setting which is focused on the needs of the pupils and enables learning to take place in a safe environment, in which pupils with ASD learn a range of skills that will facilitate their making a gradual transition into mainstream classes with their own age cohort.

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Coralstown N.S. will cooperate with the NCSE in the performance by the Council of its functions under the Education for Persons with Special Educational Needs Act 2004 in relation to the provision of education to children with special educational needs, including in particular by the provision and operation of a special class or classes when requested to do so by the Council.

Coralstown N.S. will comply with any direction served on the board or the patron under section 37A and 67(4)(b).

Parental involvement in the pupils' learning is encouraged and valued. It ensures consistency between the pupils' various learning environments.

The teaching methodologies employed in the class will be those that are deemed most appropriate to the individual pupil's learning needs. This will accord with the eclectic approach recommended by the Department of Education.

Criteria for Admission to the class:

The total number of places in the class is six. If it is oversubscribed, places will be allocated on the criteria as listed in section 5 provided in the first instance that the applicant meets all of the following criteria:

- An applicant will not be enrolled in the class unless s/he is four years of age on or before the 1st September of the academic year for which the application is made.
- No student can be older than thirteen years of age during his/her last year in the class.
- A fully completed, signed and dated application form for enrolment has been submitted to the school by the parents and a vacancy exists in the class.

The following must be provided in support of the application: Professional report(s) outlining:

- Diagnosis of Autism: DSM IV/V or ICD 10/11 – this is a psychologist, psychiatrist, multidisciplinary report
- A demonstration of the understanding of complexity of the child's overall level of need/s evidenced in the professional reports
- Given the severity or complexity of the child's support needs, a clear professional recommendation and rationale as to what educational placement type would be most appropriate to best meet the child's needs
- A letter from the NCSE confirming that the child is known to them and that the child has the required diagnosis and recommendation for a special class for autism
- If the application form is not fully completed, and/or all the required reports have not been furnished, the application will be deemed incomplete. The parents will be notified that the application will not be considered, nor a waiting list number allocated, until a complete application is submitted.

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- When a complete application is submitted, the date and time of receipt are noted on the application form and an acknowledgement is sent indicating that the application has been allocated to a waiting list based on the criteria as stated in section 5.
- The parents and the applicant are invited to a meeting with the Autism Special Class co-ordinator and are encouraged to bring reports from the applicant's present educational setting to this meeting.
- The application will be assessed by the ASD Enrolment Advisory board within the timeframes outlined in the schools admission notice.
- In the event that the number of applicants seeking enrolment into the class exceeds the number of places available, names will be placed on a waiting list based on the criteria as stated in section 5.
- If offered a place, the parents must confirm in writing within the timeframe outlined in the schools admissions notice, that the place is being accepted. If this confirmation is not received within that time, the school will take it that the place is not being accepted and the place will be reallocated.
- If the applicant fulfils all of the enrolment criteria but is not offered a place due to lack of an available place, the Parents may opt to place the pupil's name on a waiting list. The waiting list will operate on the criteria stated in section 5, in respect of those parents/guardians who opt to place the student's name on the waiting list.
- The waiting list will be maintained for the duration of the academic year only, for which the application was initially made.

Placement and Continuing Placement of a Pupil in the class

- The individual needs of each pupil are constantly reviewed to ensure that the class is the appropriate setting to meet the pupil's needs. A review of each pupil's process and his/her Student Support File will be carried out in consultation with Parents and other professionals where necessary.
- The school reserves the right to review the pupil's progress at the end of each academic year to determine whether the unit continues to be an appropriate placement for him/her. If the school cannot meet the required needs of the child, the child will not be re-enrolled in the school for the following year and the following actions will take place:
 - The school will notify, in writing, the parents/guardians of the rationale of the decision.
 - The school will notify, in writing, the SENO (NCSE) of the decision and the requirements necessary for the school to meet the specified needs of the child.

Autism Special Class Enrolment Advisory Board

The Advisory Board consists of the school Principal, Deputy Principal, Chairperson of the BoM and a teacher from a current Autism Special Class.

The decision as to the placement of an applicant in the class lies with the Board of Management.

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- Places are allocated in the class on condition that the appropriate resources are provided and continue to be provided, by the National Council for Special Education (NCSE) and the DES.
- Once an enrolment list is approved by the Board, all applicants will be notified in writing of the outcome, and if refused admission will be notified of their entitlement to appeal under Section 29 of the Education Act 1998
- Parents of successful applicants will then fill in a registration form including a consent form to complete enrolment.

Inclusion from the Autism Special Class into Mainstream

Arrangements for pupil's integration into the mainstream will be made according to their level of need and attainments. School personnel will decide when inclusion/integration into a mainstream setting is appropriate. This may be at an age range above or below the pupil's age, but will be at the class that is best suited to meet the pupil's needs and the one that is chronologically most appropriate.

Pupils with Special Educational Needs

Pupils with special needs will be resourced in accordance with the level of resources provided by the DES and/or NCSE. In the event that the applicant has special educational needs, a copy of the student's medical/psychological reports and/or a professional assessment of the pupil's needs must be submitted, so that provision can be made for that pupil's welfare and educational progress.

4. 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)
- 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.

Coralstown N.S. is a Catholic school and may refuse to admit as a student a person who is not of the Catholic religion where it is proved that the refusal is essential to maintain the ethos of the school.

Schools with Special Education Class(es)

The special class attached to Coralstown N.S. provides an education exclusively for students with ASD needs and the school may refuse admission to this class, where the pupil concerned does not have the specified category of special educational needs provided for in this class.

5. 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 who are siblings (or step siblings) of pupils currently enrolled at the school**
- (2) Those who reside within the parish boundary**
- (3) All other applicants**

In the event that the number of applicants in any of the above categories exceeds the remaining number of available places available, places will be allocated on the basis of age, beginning with the eldest applicant and proceeding in descending order of age until all remaining places have been allocated.

In the event of a tie for the last remaining place available the school may have recourse to the time of birth on the birth cert. If twins are tied for the last remaining place both will be admitted by way of exception.

All children enrolled are expected to comply with and support the school's Code of Behaviour, as well as the school's designated policies on Curriculum, Organisation and Management.

Criteria used to prioritise applicants for special class(es)

Where applications exceed the number of available places, the available places will be allocated in the following order:

- 1. Existing pupils currently enrolled (priority to the eldest).
- 2. Siblings of existing pupils (priority to the eldest).
- 3. Children living within the Parish (priority to the eldest).
- 4. Children who live outside the Parish (priority on the basis of closest proximity to the school/eircode verification)

6. 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,
- (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;

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- (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;
(other than, in the case of (1) siblings of a student attending or having attended the school and/or (2) parents of a student having attended the school. In relation to (2) parents having attended, a school will only apply this criteria to a maximum of 25% of the available spaces as set out in the school's annual admission notice).
- (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.

This is also subject to the school making offers based on existing waiting lists (up until 31st January 2026 only).

7. Decisions on applications

All decisions on applications for admission to Coralstown NS will be based on the following:

- 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.

8. 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.

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).

9. Acceptance of an offer of a place by an applicant

In accepting an offer of admission from Coralstown NS, 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.

10. 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 Coralstown N.S. 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 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.

11. 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;
- (iv) 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).

12. 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 Coralstown N.S. 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.

Placement on the waiting list of Coralstown N.S. 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.

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.

13. 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](#).

14. 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:

- (1) Applicants who are siblings (or step siblings) of pupils currently enrolled at the school**
- (2) Those who reside within the parish boundary**
- (3) All other applicants**

In the event that the number of applicants in any of the above categories exceeds the remaining number of available places available, places will be allocated on the basis of age, beginning with the eldest applicant and proceeding in descending order of age until all remaining places have been allocated.

In the event of a tie for the last remaining place available the school may have recourse to the time of birth on the birth cert. If twins are tied for the last remaining place both will be admitted by way of exception.

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The criteria are listed in order of priority when spaces are allocated under criterion 1 and space is still available, then criterion 2 comes into play and so on.

This prioritization proceeds until all places have been allocated.

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:

As outlined above, same procedure will apply.

15. Declaration in relation to the non-charging of fees

The Board of Management of Coralstown N.S. 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.

16. Arrangements regarding students not attending religious instruction

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

A written request should be made to the Principal of the school. A meeting will then be arranged with the parent(s) or the student, as the case may be, to discuss how the request may be accommodated by the school.

17. Reviews/appeals

Review of decisions by the board of Management

The parent of a 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

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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 parent of the student, or in the case of a student who has reached the age of 18 years, 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)

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.

Signed: _____
Chairperson of the Board of management

Date: _____

Signed: _____
Principal

Date: _____

Appendix 1. Notice

Annual Admission

Coralstown National School
Coralstown,
Mullingar,
Co. Westmeath
N91 KC84



E-mail: coralstownns.info@gmail.com

www.coralstown.ie

Ph: 044 9374889

Principal: Micheal Ward

Deputy Principal: Fiona Fox

ANNUAL ADMISSION NOTICE in respect of admissions to the 2025/2026 school year

Admission Policy and Application Form

A copy of the school's **Admission Policy** and the **Application Form for Admission** for the school year 2025-2026 is available as follows: –

To download at: <http://coralstown.ie>

On request: coralstownns.info@gmail.com

or writing to : The Principal, Coralstown N.S., Coralstown, Mullingar, Co Westmeath

PART 1 - Admissions to the school year 2025 - 2026

Application and Decision Dates for admission to school year 2025 - 2026

The following are the dates applicable for admission to Junior Infants

The school will commence accepting applications for admission on	13th January
The school shall cease accepting applications for admission on	21st February
The date by which applicants will be notified of the decision on their application is	28th March
The period within which applicants must confirm acceptance of an offer of admission is	10 days

***Failure to accept an offer within the prescribed period above may result in the offer being withdrawn**

Note: the school will consider and issue decisions on late applications in accordance with the school's admission policy.

Number of places being made available in school year 2025 - 2026

The number of places being made available in junior infants is	20
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Coralstown N.S. Admissions Policy

Coralstown National School
Coralstown,
Mullingar,
Co. Westmeath



E-mail: coralstownns.info@gmail.com

www.coralstown.ie

Ph: 044 9374889

Principal: Micheal Ward

Deputy Principal: Fiona Fox

PART 2 - Admissions to the 2025 – 2026 school year

(This section will only be completed if your school's Infant Class was oversubscribed in the previous school year)

Information regarding the admission process for the Intake Group for Junior Infants for the school year 2025 - 2026

In respect of the [2025 – 2026 school year prior to that to which the admission notice applies] school year, the total number of applications for admission received by the school was _____

Breakdown of places allocated for the xx/xx school year:	
Number of places available:	
Number of applications received:	
Number of Offers made and accepted under each criteria:	<i>A description of each criterion used and the number of places offered and accepted under that criterion must be entered here. Example, as follows: Criterion One: Applicants living in the catchment area – 40 places offered, 38 places accepted. Criterion Two: Applicants with siblings attending the school – 20 places offered, 20 places accepted.</i>
Total number of offers made	
Number of names placed on waiting list for the school year concerned.	

Coralstown N.S. Admissions Policy

Appendix 2 Letter to accompany Enrolment Form

Coralstown National School
Coralstown,
Mullingar,
Co. Westmeath
N91 KC84



E-mail: coralstownns.info@gmail.com

www.coralstown.ie

Ph: 044 9374889

Principal: Micheal Ward

Deputy Principal: Fiona Fox

Date: _____

Dear Parents / Guardians,

Please find enclosed an Enrolment Form for Coralstown N.S..

Please also enclose a Birth Certificate for your child & if your child is baptised a Catholic you are asked to enclose the Baptismal Certificate. All original documents will be returned.

Yours sincerely,

Mr. Micheal Ward,
Principal

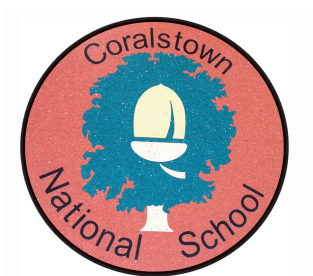
Appendix 3 Enrolment Form

Coralstown National School

Coralstown,

Mullingar,

Co. Westmeath



E-mail: coralstownns.info@gmail.com

www.coralstown.ie

Ph: 044 9374889

Principal: Micheal Ward

Deputy Principal: Fiona Fox

Enrolment Form 2025 - 2026

First Name: _____ **Surname:** _____

Date of Birth: _____ **Home Tel No:** _____

Address: _____

Mother/Guardian's Name: _____ **Mobile No:** _____

Address: _____ **Work No:** _____

_____ **Home No:** _____

Eircode: _____

Email Address: _____

Father/Guardian's Name: _____ **Mobile No:** _____

Address: _____ **Work No:** _____

_____ **Home No:** _____

Eircode: _____

Email Address: _____

Names of brothers / sisters in this school:

Appendix 5 Receipt of Documentation Form

Coralstown National School,
Coralstown,
Mullingar,
Co. Westmeath
N91 KC84



E-mail: coralstownns.info@gmail.com

www.coralstown.ie

Ph: 044 9374889

Principal: Micheal Ward

Deputy Principal: Fiona Fox

Dear _____,

We acknowledge receipt of:

Enrolment Form ☐

Birth Certificate ☐

Baptismal Certificate ☐

You will be informed of the decision of the Board of Management by *INSERT DATE*.

Signed : _____
Mr. Micheal Ward, Principal

Date: _____

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Appendix 6 Letters offering/accepting a place in the school

Coralstown National School,
Coralstown,
Mullingar,
Co. Westmeath
N91KC84



E-mail: coralstownns.info@gmail.com

www.coralstown.ie

Ph: 044 9374889

Principal: Micheal Ward

Deputy Principal: Fiona Fox

Dear _____,

I am pleased to inform you, that a place has been reserved for your child, _____ in the above school.

Please return the slip below, by 8th March 2025, otherwise we will presume, that your child will not be attending this school in September.

Yours sincerely,

Mr. Micheal Ward, Principal

Date: _____

✂ Cut here _____

My child, _____, will attend Coralstown N.S. , for the school year 2025 - 2026.

Signed: _____ **Date:** _____

In accordance with Section 10 of our Admissions Policy in accepting an offer of admission from Coralstown NS, 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

Name of School: _____ **Ph No:** _____
Details of Offer: _____

(ii) whether or not you have applied for and are 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.

Name of School: _____ **Ph No:** _____
Details of Offer: _____

Coralstown N.S. Admissions Policy

**Appendix 7 Parent confirmation of agreement with school's
Code of Behaviour and Anti-Bullying Policy**

Coralstown National School,
Coralstown,
Mullingar,
Co. Westmeath
N91KC84



E-mail: coralstownns.info@gmail.com

www.coralstown.ie

Ph: 044 9374889

Principal: Micheal Ward

Deputy Principal: Fiona Fox

I / We, the Parents / Guardians of

Child's Name: _____,

Have read and agree to the school's Code of Behaviour and Anti-Bullying Policy and we support
Curricular and Organisational Policies of Coralstown N.S.

Signed: _____

Date: _____

Appendix 8 Unsuccessful application letter

Coralstown National School,
Coralstown,
Mullingar,
Co. Westmeath
N91KC84



E-mail: coralstownns.info@gmail.com

www.coralstown.ie

Ph: 044 9374889

Principal: Micheal Ward

Deputy Principal: Fiona Fox

Date:

Dear _____,

I regret to inform you, that your application to enrol your child in the above school has been unsuccessful.

If you are unhappy with this decision, you are entitled to appeal it under Section 29 of the Education Act 1998.

This appeal must

- Be addressed, in writing, to the Chairperson of the Board
- State the grounds for the appeal and
- Be lodged within ten days of the above date.

Yours sincerely,

Mr. Micheal Ward, Principal

Date: _____