**How the Enrollment Process works at our School**

It is very important that you take the time to read and understand the St Patrick’s College Admissions Policy before making an application to our school. The policy tells you how the admissions process works.

Enrollment to St Patrick’s College is a two –stage process for interested Parents and Guardians. Therefore, you must complete (1) Application Form for Admission and (2) Acceptance Form for Admission if your Application for Admission is successful.

**Is there a timeline for Admissions to First Year 2022/2023 at St Patrick’s College?**

Yes, there is – the timeline is outlined in the table below.

|  |  |
| --- | --- |
| **Date**  | **Event** |
| **31/01/2022** | **Publication of Annual Admissions Notice by the School.**The school is obliged by law to publish an Annual Admissions Notice. We will do so on our school website. Parents/Guardians can contact us for an application form or download it from our school website. |
| **14/02/2022** | **Start of the Application Form for Admission 2022/2023.**The school will begin to accept Application Forms for Admission to First Year 2022/2023 on this date. Parents/Guardians have until 07/03/2022 to post their Application Form for Admission to the school. |
| **07/03/2022** | **Closing date for the Application Form for Admission 2022/2023**.This is the final date for Parents/Guardians to send their Application Forms for Admission to the school. |
| **14/03/2022** | **Date of Notification Decision.**Parents/Guardians will receive a notification from the school regarding their application.  |
| **04/04/2022** | **Final date for return of Acceptance Form for Admission 2022/2023.**Parents/Guardians must return their Acceptance Form for Admission by this date. |

**How can I get an Application Form for Admission?**

Interested Parents/Guardians can get an Application Form for Admission in **three** ways.

1. Telephone the school on 096 –34177 and ask us to send you a copy. Leave a message and we will return your call.
2. Email the school and ask us to send you a copy. Our email address is info@lackencross.ie
3. Download and print the form from our website and send it to us.

Please note that Parents/Guardians only have to complete this form. ***You do not have to send any other documents with this form.***

**Is there a closing date for returning the Application Form for Admission?**

Yes, we would like you to return the form by March 7th, 2022, at 4 p.m.

**What happens if my application is late?**

If an application is received after this date and time, it will have to be considered and processed as a late application in accordance with our school’s Admissions Policy.

**How will I know if my application has been successful, and my child has been offered a place at St Patrick’s College?**

The school will contact you by post to let you know of an offer of a place or refusal of admission by March 14th, 2022.

**What do I do if I have any further questions?**

We are happy to answer any questions that you may have. Please send your questions by email to info@lackencross.ie.