

**St. Paul's School, Collooney**  
**ANNUAL ADMISSION NOTICE**  
**in respect of admissions to the 2024/2025**  
**school year**

**Introduction**

The Annual Admissions Notice and Admissions Policy of St. Paul's N.S., Collooney, Co. Sligo is set out in accordance with the provisions of the Education Act (1998). The Board trusts that by so doing, parents will be assisted in relation to admission matters. The Chairperson of the Board of Management (B.O.M.), Canon Andrew Ison and the Principal Teacher, Mrs. Clodagh Redican will be happy to clarify any further matters arising from this policy.

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

**General School Information**

**Name of School:** St. Paul's National School

**School Address:** Collooney, Co. Sligo

**Telephone:** 071 9130491

**Email:** stpaulscollooney@gmail.com

**Denomination:** Church of Ireland

**Name of Patron:** Bishop of Kilmore, Elphin and Ardagh, Ferran Glenfield

At present, the teaching staff is comprised of four mainstream teachers, including the Principal, a full-time SET teacher and a part-time EAL teacher based in our school.

The full range of classes is taught in the school in three classrooms. Classes are of mixed gender. Class starts at 9.05 a.m. and finishes at 2.45 p.m. Infant Classes finish at 1.45 p.m.

The school depends on the grants and teacher resources provided by the Department of Education and Science and it operates within the regulations laid down, from time to time, by the Department. The school Policy has regard to the resources and funding available.

The school follows the curricular programmes prescribed by the Department of Education and Skills, which may be amended from time to time, in accordance with Sections 9 and 30 of the Education Act (1998).

**Promotional Events**

The board will communicate generally to the school community through appropriate channels e.g. parish newsletter, Diocesan magazine, local newspaper and school website, outlining the application for enrolment procedures.

During the year an Open day or Admissions evening is organised to invite prospective pupils and parents to view the school. On this day information such as school opening and closing times, curricular details and other information is distributed. The pupils and parents have an opportunity to view the school and meet with the teachers. Details of this Open Day or Admissions evening will be posted on the school website.

## Admissions Procedure

1. Those intending to apply for admission in St. Paul's National School should contact the school and request a copy of the Notification of Intention to Apply Form. If the intention is to enrol a child in less than 21 days, then an Application Form may be requested.
2. Those who have returned a Notification of Intention to Apply Form will be sent an Application Form in January of the year of enrolment in the school.
3. Attendees at the Open Day in the year of enrolment in the school will be given an application form.
4. All applications for places in the school shall be submitted on the approved Application Form to the school principal. An Ethos statement and a Code of Behaviour will be furnished to each applicant with a copy of the Application Form, at the appropriate time, in advance of the designated day for consideration of the applications for the following year.
5. The closing date for return of such Application Forms is 9<sup>th</sup> February, 2024.
6. Only those forms that have been completed in full and accompanied by relevant supporting documentation will be considered by the Board of Management.
7. Completion of the form does not guarantee a place.
8. All applicants for Junior Infants must have attained their 4<sup>th</sup> birthday by 1<sup>st</sup> September in the year of admission.
9. The Board of Management will consider all applications and issue decisions within 21 days of the closing date for return of completed Application Forms.
10. All children enrolled are expected to comply with and support the schools Code of Behaviour, as well as the school's designated policies on curriculum and administration, e.g. Stay Safe, consent forms for school trips. Parents are reminded of the Ethos statement for St. Paul's N.S., Collooney.

## Admission Policy and Application Form

A copy of the school's **Admission Policy** and the **Application Form for Admission** for the 2024/2025 is available as follows: –

To download at: [www.stpaulscollooney.com](http://www.stpaulscollooney.com)

On request: By emailing [stpaulscollooney@gmail.com](mailto:stpaulscollooney@gmail.com) or writing to: St Paul's National School, Church View, Collooney

### PART 1 - Admissions to the 2024/2025 school year

#### Application and Decision Dates for admission to 2024/2025

The following are the dates applicable for admission to Junior Infants/First Year.

The school will commence accepting applications for admission on 6 <sup>th</sup> November 2023
The school shall cease accepting applications for admission on 9 <sup>th</sup> February 2024
The date by which applicants will be notified of the decision on their application is Friday 1 <sup>st</sup> March.
The period within which applicants must confirm acceptance of an offer of admission is Friday 21 <sup>st</sup> March.

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

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

#### Number of places being made available in St Paul's N.S.

The number of places being made available in Junior Infants is	<b>13</b>
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## PART 2 - Admissions to the 2023/2024 school year

Information regarding the admission process for the Intake Group for Junior Infants for the (2023) school year

Total number of applications made:	13
Total number of places offered:	13
Total number of places accepted:	10

Selection criteria from Admissions policy not applied as school was not oversubscribed.