



St Patrick's National School Diswellstown
Diswellstown Lawn
Castleknock
Dublin 15
D15 PH21
Charity Number: 20119393
Tel: 8249930 Fax 8249928
Email Address: info@stpatricksns.ie

Procedures for Registration for Junior Infants September 2022/2023

Due to Covid restrictions, our Admissions Procedure will be online again this year.

The Admissions Policy and the Annual Admissions Notice have been uploaded to this website. **Please read both before completing the Application Form.**

The link for the Application for Admissions Form Junior Infants 2022/2023 will be available from 11 October to 31 October inclusive.

Therefore, you will not be able to complete the form in advance of 11 October.

Please ensure you complete the Admissions Form **fully**.
Please ensure you use **capital letters** when inputting your Eircode.

The Admissions process is slightly different for siblings and non-siblings.

Siblings

Please submit your application online and your child's original Birth Certificate to the school. **The Original Birth Certificate can be placed in an envelope and dropped into the school postbox between 08.30 – 15.10 Monday to Friday. It will be returned, by post, to the address submitted on your application or given to the oldest family member who attends the school.**

THE APPLICATION IS NOT VALID AND CANNOT BE PROCESSED UNTIL SUCH TIME AS ALL DOCUMENTS HAVE BEEN RECEIVED

Non-Siblings

Please submit your application online, your child's **Original Birth Certificate** and **two of the following SPECIFIC DOCUMENTS required by the Board as proof of address for a valid application:**

Electricity Provider Bill Gas Provider Bill
Landline Telephone Provider TV Service Provider Bill (NOT TV LICENCE)
Mobile Service Provider Refuse Collection Service Provider
Motor Car **Insurance** Certificate Tax Credit Certificate
Social Welfare Documentation

PLEASE NOTE UTILITY BILLS MUST BE DATED WITHIN THREE MONTHS OF REGISTRATION DATES.

We will require that these specific documents be posted to the school or placed in an envelope and dropped into the school postbox between 08.30 – 15.10 Monday to Friday.

Your child's original Birth Certificate will be returned, by post, to the address submitted on your application.

THE APPLICATION IS NOT VALID AND CANNOT BE PROCESSED UNTIL SUCH TIME AS ALL DOCUMENTS HAVE BEEN RECEIVED .

If you have any queries which have not been addressed in the Policy document , the Annual Admissions Notice **or the FREQUENTLY ASKED QUESTIONS**, please EMAIL info@stpatricksns.ie and we will respond to your query as soon as possible.

Please note that the last week of Online Registration takes place over the mid-term break. Please be assured that post will be collected from the sorting office and the postbox will be checked each weekday during the Break.

Principal: Mr MacConámha

Deputy Principal: Ms Emer Threadgold