



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 2023

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

The link for the Application for Admissions Form Junior Infants September 2023 will be available from 17 October to 13 November inclusive.

Therefore, you will not be able to complete the form in advance of 17 October.

Please ensure you complete the Admissions Form **fully**. Please include full postal address. Please use **CAPITAL LETTERS** for your Eircode.

Stage 2 of the process is slightly different for siblings and non-siblings.

Siblings

Please submit

1. Your child's original Birth Certificate.(not a photocopy).
2. Verification of your child's PPSN (a Department of Education & Skills Requirement).

Non-Siblings

Please submit

1. Your child's original Birth Certificate
2. Verification of your child's PPSN (a Department of Education & Skills Requirement).
3. **two of the following specific documents required by the Board for a valid application:**

Electricity Provider Bill

Gas Provider Bill

Landline Telephone Provider

TV Service Provider Bill (NOT TV LICENCE)

Motor Car Insurance Certificate

Tax Credit Certificate

Social Welfare Documentation

Any document from a state agency

PLEASE ENCLOSE A **STAMPED ADDRESSED ENVELOPE** FOR THE RETURN OF YOUR ORIGINAL DOCUMENTS.

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 or given to the oldest family member who attends the school.

SUBMISSION OF INCORRECT DOCUMENTS WILL DELAY THE PROCESSING OF YOUR APPLICATION.

If you have any queries not addressed in the Policy document or the Annual Admissions notice, please EMAIL info@stpatricksns.ie and we will get back to you as soon as possible.

Principal: Mr Seamus MacConámha

Deputy Principal: Ms Emer Threadgold