



**ADMISSION FORM: JUNIOR INFANTS 2025  
ST. PATRICK'S GIRLS' SCHOOL, HOLLYPARK**

**Foxrock Avenue, Dublin 18**

Telephone 01-2893293 - Email: [hollyparkgns@gmail.com](mailto:hollyparkgns@gmail.com)

**Enrolment will be assessed in accordance with the Admission Policy  
in place at the time of application.**

SURNAME:	NAME:	PPS NO:	DATE OF BIRTH:
SURNAME IN IRISH: <small>(if applicable)</small>	RELIGION:	PARISH:	NATIONALITY:
HOME ADDRESS:			
EIRCODE:		HOME PHONE:	
WHO DOES THIS CHILD RESIDE WITH?			
PARENT'S/GUARDIAN'S NAME:		PARENT'S/GUARDIAN'S NAME:	
LEGAL GUARDIAN	Y / N	LEGAL GUARDIAN	Y / N
MOBILE NO:		MOBILE NO:	
EMAIL:		EMAIL:	
OCCUPATION:		OCCUPATION:	
WORK ADDRESS:		WORK ADDRESS:	
WORK PHONE NO:		WORK PHONE NO:	

SISTER IN HOLLYPARK GNS	NAME:	CLASS:	TEACHER:
BROTHER IN HOLLYPARK BNS	NAME:	CLASS:	TEACHER:

PRE-SCHOOL:
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MEDICAL HISTORY (e.g. asthma, allergies, any special needs etc)
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ALTERNATIVE CONTACT DETAILS			
In the case of <b>illness or accident or emergency school closure</b> parents/guardians will be contacted. If you are unavailable, we will contact the persons listed below:			
Name	Relationship to Child (must be over 16 years of age)	Address	Phone

**For your information:**  
 In accordance with our **Admission Policy Appendix A (see below)**, please enclose all supporting documentation with this Admission Form including an SAE for the safe return of original documents. Please ensure that the SAE will fit all supporting documents and that it has the appropriate postage for this size SAE.  
 Please see our school website [www.hollyparkgns.ie](http://www.hollyparkgns.ie) for full policy.

It is the responsibility of the parents/guardians to check and ensure that all information is correct at the time of application.

<b>Signature of parent/guardian:</b>	<b>Signature of parent/guardian:</b>
<b>Date:</b>	<b>Date:</b>

**School Policies**

I/We agree on behalf of my/our child to sign up to the school’s policies (available to read on school website [www.hollyparkgns.ie](http://www.hollyparkgns.ie)) including but not limited to:

- Code of Behaviour
- Acceptable Use Policy
- Anti-Bullying Policy

<b>Signature of parent/guardian:</b>	<b>Signature of parent/guardian:</b>
<b>Date:</b>	<b>Date:</b>

For Office Use Only:	
Date Application Form received:	
Receipt issued:	
Documentation returned:	

**Offers of places are made based on the information supplied and in accordance with our school Admission Policy.**

**Please complete all sections of this form and return to the school (with all supporting documents) by post or by hand, not by email, between 30<sup>th</sup> September 2024 and 3:00pm 25<sup>th</sup> October 2024.**

**All parents/guardians must sign. Incomplete application forms will not be considered.**

We will only retain personal information for as long as it is necessary to fulfil the purposes the information was collected for, including any legal, accounting or reporting requirements. Please see the school website ([www.hollyparkgns.ie](http://www.hollyparkgns.ie)) for our Data Protection Privacy Statement for Parents, Guardians and Pupils.

## Appendix A

### Procedures for the admission of Junior Infant students prior to the commencement of the intake year

The procedures of the school in relation to the admission of Junior Infant students prior to the commencement of the intake year for which an application is being made are as follows:  
(Please see Section 15 for procedures for admission of students to other years and during the school year)

The school's Admission Policy and Admission Form can be downloaded from the school website [www.hollyparkgns.ie](http://www.hollyparkgns.ie), by emailing [hollyparkgns@gmail.com](mailto:hollyparkgns@gmail.com) or by contacting the school office on (01) 2893293.

Applicants are required to submit a fully completed, signed and dated Admission Form. Applications will be deemed incomplete if all requested documentation and information has not been received. The following documents must accompany a completed application:

- Birth Certificate/Adoption Certificate – original
- An original Utility Bill (Gas, Electricity, Refuse) in the name of either or both parents/guardians, dated within three months of the application date, (where bills are received electronically, parents/guardians must sign the printed copy of the e-bill when submitting) and
- any one of the following, in the name of either or both parents/guardians, dated within three months of the application date:
  - an original bank statement
  - an original Tenancy Agreement
  - an original document issued by a Government Department eg Revenue, Social Welfare
  - an original valid TV Licence
- Two passport photographs with your child's name written on the back
- Stamped self-addressed envelope for return of original documentation.

The completion of an Admission Form does not confer an automatic right to a place in the school. The Board of Management will examine all applications and the supporting documentation. The Board of Management reserves the right to request further documentation in support of the application. The onus rests on the applicant to prove conclusively to the Board of Management that all documentation is accurate and correct. False or misleading information will lead to the application being deemed null and void.

- An offer of a place or a decision to refuse admission will be notified within 21 days of the closing date of applications.
- Acceptance of a place must be confirmed in writing within 14 days from the date of the letter of offer by completing and returning an Enrolment Acceptance Form.
- Failure to return a completed Enrolment Acceptance Form within 14 days may result in the place being forfeited and/or reallocated.
- It is the responsibility of parents/guardians to make a new application each year in the event of not securing a place in the year first requested.
- Where a place is not immediately available the applicant's name will be placed on a waiting list or added to an existing list in accordance with the order of priority assigned in the School's Admissions Policy.