

*St. Louis Secondary School Dún Lughaidh Dundalk*

**APPLICATION FOR ENROLMENT**

**Year of Entry:** September \_\_\_\_\_ **Date of Application:** \_\_\_\_\_

**Surname:** \_\_\_\_\_ **Full First Name:** \_\_\_\_\_

**Name Generally Used:** \_\_\_\_\_

**PPS No\*\*:** \_\_\_\_\_

**Home Address:** \_\_\_\_\_

\_\_\_\_\_

**Eircode \*\*:** \_\_\_\_\_ **Date of Birth\*\*:** \_\_\_\_\_

**Telephone No :** \_\_\_\_\_

**Email:** \_\_\_\_\_

**School Last Attended:** \_\_\_\_\_

**Primary School Attended (if different from above):** \_\_\_\_\_

**Father's Name (if living):** \_\_\_\_\_ **Father's mobile :** \_\_\_\_\_

**Mother's Name (if living):** \_\_\_\_\_ **Mother's mobile:** \_\_\_\_\_

**Mother's Maiden Name\*\*:** \_\_\_\_\_

**Sisters in this School:** \_\_\_\_\_

**Relatives who are Past Pupils:** \_\_\_\_\_

\_\_\_\_\_

**I have received the Admissions' Policy and the Code of Behaviour**

**Parent(s)/Guardian(s) Signatures:** \_\_\_\_\_

\_\_\_\_\_

\*\* Any items starred and underlined must not be left blank as applications cannot be processed without this information.

Incomplete forms will be returned.

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**Enrolment Policy:**

- Sisters of students currently attending the school or who have attended the school in the past will be given priority. Applications for enrolment from siblings\* must be received by the school, at the very latest, by 31<sup>st</sup> May of the year preceding the year of entry – i.e. if year of entry is September 2012, then applications must be received by 31<sup>st</sup> May 2011. Applications for enrolment received from sisters after this date will be considered under the next point below. \*Siblings are defined as being under the guardianship of the same parents.
- First come-first served based on date and time of receipt of application. This shall be the date of application for enrolment.
- In the case of where there is an excess of students to places a waiting list in order of date of application for enrolment will apply.
- The receipt of this application is not a guarantee of a place in the school.
- You will be issued with a date –stamped copy of this form and please retain it as evidence of application for enrolment.

**Should there be a change in residential or email address, please notify the school authorities.**

**DATA PROTECTION**

St Louis Secondary School will treat all personal data you provide on this form as confidential and will use it solely for the purpose intended. The information will only be disclosed as permitted by law with the Department of Education and Skills and will not be shared with any other third parties.

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**FOR OFFICE USE ONLY**

**Date**

**Initials**

Date Application for Enrolment received		
Copy Issued		
Place on Application List		
Place offered on letter dated		
Offer letter accepted and returned		
In event of no response to Offer Letter; 'phone call		
Log if contact by' phone unsuccessful		
Final letter of offer sent by recorded delivery		
Receipt of €50 issued on accepted offer (non-refundable)		