

Timeline for Common Application and Enrolment System 2025

Monday 18th November 2024	Parents invited to apply to enrol through Common Applications and Enrolment System
Wednesday 5th February 2025	Closing date for applications to enrol. Applications to be in by 12 noon at school of first choice.
Wednesday 19th February 2025	Last date for Parents/Guardians to be informed in writing about success of application
Friday 7th March 2025	Final date for parents to accept offer and to register pupil. Acceptance to be in by 12 noon

CONTACT DETAILS

Presentation Primary School, Ballymakenny Rd, Drogheda
Ph: 041 9837119
Email : presentationprimary@yahoo.com

St. Brigid's & St Patrick's N.S., Bóthar Brugha, Drogheda
Ph: (041) 9837133 & (041) 9832800
Email: office@sbsp.ie

St. Joseph's C.B.S., Sunday's Gate, Drogheda
Ph: 041 – 9833620
Email: stjosephs.sungate@gmail.com

St Oliver's N.S., Ballymakenny Rd, Drogheda
Ph: 041-9804578
Email: office@stoliversprimary.ie

It is **MOST IMPORTANT** for parents to indicate on this form 4 schools to which they are applying in descending order of choice. Only those schools identified in order of choice will be empowered to consider your application. If your child is unsuccessful in obtaining the first choice, this will not prejudice his/her chances of obtaining a place in one of the lower choices. By submitting this form a parent acknowledges that failure to identify 4 choices may result in your child not being offered any school place should the schools applied to be over-subscribed or should your child not meet the criteria in the admissions policies of those schools identified. Schools will share the information for your preferences with other schools if relevant.

St. Peter's Parish Primary Schools, Drogheda COMMON APPLICATIONS & ENROLMENT PROCESS How to apply for Junior Infants September 2025

Participating schools;

Presentation Primary School (co-ed), Ballymakenny Road
www.presentationprimarydrogheda.ie

St. Brigid's & St. Patrick's N.S. (co-ed), Bóthar Brugha
www.sbsp.ie

St. Joseph's C.B.S. (co-ed), Sunday's Gate
www.stjosephssundaysgate.ie

St. Oliver's N.S. (co-ed), Ballymakenny Road
www.stoliversprimary.ie

How to Apply

- Online applications are available from each schools website - see above.**
 - Please apply through the website of the school of your first choice.
 - On the online application you are required to number the 4 schools of St. Peter's Parish in order of your preference for a valid application to be processed.
 - Online applicants will receive submission confirmation by email.
- Hard copy application forms are also available from each of the schools and local crèches.
 - On the form, you must fill in all 4 school options in order of preference.
- Submit online or hard copy application by 12pm Wednesday 5th February 2025**
- Birth certificate and proof of address (dated within 3 months of application)**

On completion of applications being processed in accordance with the enrolment criteria of the Common Applications and Enrolment Process Policy (CAEPP) a letter will be received by each applicant no later than Wednesday 19th February 2025.

(1) Offering first, second, third or fourth choice preference,

or

(2) Refusing enrolment in any school in the Common Application and Enrolment System.

Applicants can appeal a failure to obtain enrolment in the school of first /second /third /fourth choice by writing to the Board of Management of the school of first choice.

or

taking a SECTION 29 APPEAL. Application forms available on Department of Education website

* (co-ed) boys & girls mixed

**COMMON APPLICATIONS
AND ENROLMENT FORM**
St. Peter's Parish Primary Schools,
Drogheda 2025

School Stamp

School Use Only

First Name:
Date of Birth:
Nationality:

Surname:
Gender:
Parish:

Address: (all correspondence will issue to this address)

Previous School/Preschool:

Mother/Guardian Details:

Surname:
First Name:
Address:

Father/Guardian Details:

Surname:
First Name:
Address:

Telephone:
Home:
Work:
Mobile:
Email:

Telephone:
Home:
Work:
Mobile:
Email:

Please state the name of any brothers or sisters currently attending any of the primary schools listed overleaf.

Name:
Name:
Name:
Name:
Name:

School:
School:
School:
School:
School:

Please provide any other information, which you feel, may be relevant to this application.

Any other information:

By submitting this application I/We hereby agree that the applicant student will take part fully in every aspect of the school curriculum and will follow the Code of Behaviour/Anti Bullying Policy of the School. I/We have read and accept the Admission and Enrolment Policies of the relevant schools.

SIGN HERE

SIGN HERE

Mother's / Guardian's Signature

Father's / Guardian's Signature

Date:

Date:

Please return the completed Application Form to the Principal at the school of your first choice by
12 noon on Wednesday 5th February 2025.

REQUIRED

Presentation Primary School, Ballymakenny Road PLEASE FILL
St. Brigid's & St. Patrick's N.S., Bóthar Brugha IN YOUR
St. Joseph's C.B.S., Sunday's Gate 1 TO 4
St. Oliver's N.S., Ballymakenny Road CHOICES

Late Applications: Parents/Guardians of applications received after the closing date will be notified in due course after all other applications have been processed

CHECKLIST

- 1. Application form fully completed
- 2. Birth Certificate
- 3. Proof of address, dated within 3 months