

Scoil Lachtaín Naofa,
Achadh Úr,
Co. Chill Chainnigh.

Scoil Lachtaín Naofa

St. Lachtain's National School,
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Príomhoide:
Breandán Ó Teimhneáin.



Achadh Úr

Re: Application for Enrolment in Preschool Lachtaín
Early Intervention ASD Unit

Dear Parents/Guardians,

- a) As part of our enrolment procedure for Preschool Lachtaín, can you please fill out the enclosed forms and return them as soon as possible. This application **must** be accompanied by an up to date educational psychological assessment and diagnostic report which confirms diagnosis of ASD in line with current Department of Education criteria.

Please note that the completion of these forms does not constitute an offer of a place in Preschool Lachtaín.

- b) Fully completed applications will be recorded in the applications file.
- c) Entry into this file secures a place on the list of pre-admissions applicants.
- d) Each fully completed application will be processed and placed in the Preschool Lachtaín pre-admissions file.

The information will be forwarded to the Special Educational Needs Organiser as part of the admissions process.

‘Should there be excess demand for places available the Multi-disciplinary panel recommendations to the Board of Management will follow the following criteria:

- Should demand exceed places available, offers will be made on the basis of a 'first come, first served principle' i.e. based on the date of placement in the pre-admissions file within the school. Should there be only one place available to two children who applied on the same day, chronological age will be taken into account and the place will be offered to the older child.
- Applicants who do not receive a place due to over subscription will be given priority for a place for the following school year. Offers will be made on the basis of a 'first come, first served principle' i.e. based on the date of placement in the pre-admissions file within the school. Should there be only one place available to two children who applied on the same day, chronological age will be taken into account and the place will be offered to the older child.

All admissions/ enrolments for September of any academic school year should be completed by the end of the month of February of that same calendar year. Parents of successful applicants will be contacted by phone and post and must return a form accepting a place in Preschool Lachtaín. This must take place within two weeks of the receipt of this form, otherwise the place will be offered to another child. Deferral of enrolment is not currently facilitated. Should parents decide not to accept a place in Preschool Lachtaín that place will be offered to another child.

Thanking you for your co-operation.

Kind regards,

Brendan Tynan [Principal]