

## **Admissions Procedures for Bayside SNS**

Application for enrolment must be made via the school's official *Application for Enrolment form (pre-enrolment)* which is available from the school website *www.baysidesns.ie* or the secretary's office. The application must include *two acceptable forms of proof of address*. This application form contains brief contact details about your child. Once an application form has been completed the child's name is then placed on the school database to be considered for the application process for the year concerned

Applicants will be informed in writing as to the decision of the school, within the timeline outlined in the annual admissions notice.

You must then complete and return the acceptance slip.

The children who are offered a place in the school are sent an Information pack which includes a *Pupil Information Form*. This more comprehensive form contains the full details of the child including religious denomination and contact details. When you are returning this form at this point, please include copies of any relevant medical/psychological/ speech and language reports.

The pack also contains a copy of the school's Code of Behaviour and a form accepting all relevant policies.

The place in the school is offered subject to the parent's acceptance of the school's Code of Behaviour.

All completed forms:

- 1. Application Form
- 2. Acceptance of place slip
- 3. Pupil Information Form
- 4. Policy Acceptance Form

must be returned to the Secretary, Bayside Senior School within the relevant time frames indicated.