

Glanduff
Kiltoom
Athlone
Co. Roscommon



An Gleann Dubh
Cill Tuama
Átha Luain
Co. Ros Comáin

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R: 18626S

Re: Enrolment

Date: 26th January, 2022

Dear Parent(s),

Our records show that you have expressed an interest in enrolling your child in our school for the academic year 2022/2023. I have enclosed an application form for your completion.

Please return the enrolment form on or before March 1st 2022.

Please include:

- A copy of the child's **Birth Certificate**
- A **Utility Bill** dated within the last 2 months, showing your home address.

If you would like your child to receive the sacraments, please attach a copy of your child's **Baptismal Cert** if your child was baptised outside the parish. Please note, **this is not a condition of enrolment**. All information requested is for the benefit of your child's welfare, and is stored in strict confidence.

As per our enrolment policy, parents will be notified whether their child has been accepted within three weeks following the closing date of **1st March 2022**. Children are enrolled officially on the first day of the new academic year in autumn.

The Department of Education has advised schools to continue to operate with their Covid -19 plans, with all protective measures in place until the 28th of February. Further guidance will then be issued to schools. We will arrange a date for you and your child to view the infant classroom. We will notify you in advance of this date.

I look forward to meeting you.

Yours sincerely,
Mary Moore
Acting principal