

BACKGROUND

All integrated Trinity Schools operate a simple enrolment process. This document explains how the four stage process works and lists the key times in the year when decisions are made.

Stage	Process	Date	Notes
1	Enrolments close	End of Term 2 preceding the start year	We will acknowledge receipt of your application in writing.
2	Offer of places	Middle of Term 3 preceding the start year	We will write to you with the offer of place. ¹
3	Place accepted and confirmed	End of Term 3 preceding the start year	You must confirm acceptance of the place within two weeks. We will acknowledge receipt of your confirmation in writing. ²
4	Late applications	Until January of the start year	

¹ If we are unable to offer you a place immediately, we will hold your application and contact you in case someone withdraws. Should you wish to apply for a place in future years, you will need to complete a new application. Your old application will not be held on file.

² If you do not receive confirmation please contact the school immediately.

PRIORITY OF ENROLMENT

All our schools are required by law to comply with their obligations as an Integrated School to give preference of enrolment to those pupils whose family or guardians have established a particular or general connection with the Special Character of the School.

Priority of enrolment applications is categorised into preference and non-preference applicant. For more information please consult our Procedures and Guidelines for enrolment at Hadlow, Rathkeale and St Matthew's. This is available on our websites and in your enrolment pack.

PRE ENROLMENT LIST

An enrolment application can be made at any time and the form will be held on file until the year preceding the start year. The child's name will be recorded on the Pre Enrolment List. This enables us to communicate with families that have expressed an interest in their child attending a Trinity school. This list is not prioritised and inclusion on it does not signify a greater or lesser likelihood of being offered a place.

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