Edvance
IRELAND

FREE EDVANCE CHECKLIST - NO LOGIN REQUIRED

Admission Notice Board Checklist

Use this printable to plan the intake application window and check what the board publishes.

The admissions timeline

Step	Timing and source
Earliest date to accept intake applications	1 October of the year before entry. For residential boarding places, 1 October two years before entry. (Reg. 3)
Publish the annual admission notice	At least one week before applications open. (Reg. 4(1))
Keep applications open	At least three weeks between opening and closing. (Act, s.63(3)(b)(ii))
Notify applicants in writing	Within three weeks of closing, or within three weeks of receipt for a late application. (Reg. 5(1)-(2))
Keep the application form available	On the public school website from notice publication until the last school day of the school year concerned. Make it available on written request during that period. (Reg. 6)

Before applications open

- [ ] Confirm the admission policy is current and keep the patron's approval with the published version.
- [ ] Check the approved policy is live and record the date the board received it and published it.
- [ ] Check opening, closing, decision and acceptance dates before preparing the notice.
- [ ] Confirm place numbers and check whether last year's oversubscription figures are required.
- [ ] Publish the current notice at least one week before opening and check the public link.
- [ ] Make the current application form live when the notice goes up and check how written requests will be handled.
- [ ] Schedule written decisions for on-time applications and assign someone to track late applications.
- [ ] Minute the board's decision on the notice and retain the wording, dates and publication record.
- [ ] Assign owners and set review dates for the admission policy and next year's notice.

Sources

- Education Act 1998, ss. 62-63 (as inserted by the 2018 Act): https://www.irishstatutebook.ie/eli/2018/act/14/section/9/enacted/en/html
- S.I. No. 17/2020, regs. 2-7: https://www.irishstatutebook.ie/eli/2020/si/17/made/en/print
- Department annual admission notice template: https://assets.gov.ie/static/documents/e415d363/Annual_Admissions_Notice_2027_EV.docx

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