15th January 2018

Dear Parents/Guardians

You have expressed a wish to enrol your son/daughter in Ballina Primary School.

Please find enclosed the enrolment form. The Enrolment Policy can be found on the Policies page on the school website, www.ballinaprimaryschool.com.

This Enrolment Form needs to be returned to the school not later than **2pm on** **Thursday 22nd March 2018.** It is the parent(s)/guardian(s) responsibility to ensure they receive and return the Enrolment Application Form by the specified date.

The completion and submission of an Application Form, or the placement of your child’s name on a list, however early, does not confer an automatic right of place in the school. We will follow the Enrolment Policy which is available on the school website.

Thanking you for your co-operation.

Yours sincerely,

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**Bernice O’Connell**

**Principal**