**Ballina Primary School**

Ballina, Killaloe, Co. Clare

Tel: 061 376340

Email: office@ballinaprimaryschool.com

Website: www.ballinaprimaryschool.com

15th January 2019

Dear Parents/Guardians,

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

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

This Enrolment Application Form needs to be returned to the school not later than **2pm on** **Thursday 21st March 2019.** 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 Admissions Policy which is available on the school website.

Thanking you for your co-operation.

Yours sincerely,

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**Bernice O’Connell**

**Principal**