



Common Enrolment Application Procedure (CEAP) Between St. Cronan's NS & St. Patrick's Loreto PS



1. Introduction

The Boards of Managements of St Cronan's NS and St Patrick's Loreto PS serve the community of both Holy Redeemer and Our Lady Queen of Peace parishes. Both schools are Catholic schools, under the patronage of the Archdiocese of Dublin. As both St. Patrick's Loreto PS and St. Cronan's NS are moving towards fully vertical co-educational schools from 2025 onwards, and to assist with an efficient and transparent application Procedure, **the Boards of Managements of both schools will operate a Common Enrolment Application Procedure (CEAP) for the 2025-2026 Junior Infants and 1st Class intake only.**

2. Overview of Schools in CEAP

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| Name of School | St Cronan's NS |
| Address | Vevay Crescent, Bray, Co. Wicklow |
| Roll Number | 16872A |
| Contact Number | 01-2860440 |
| Gender Orientation | Co-Educational Junior Infants & 1 st - 6 th Class Boys only. |
| Admissions Policy | St Cronan's NS Admissions |
| Annual Admissions Notice | St Cronan's NS Notice |

From September 2025 parents have the option of enrolling boys and girls in Junior Infants in St. Cronan's NS (subject to the availability of places), continuing year on year to become a complete vertical co-ed school (Junior Infants to 6th Class) by 2032/33. It is an all boys school from 1st to 6th Class and does not discriminate where it refuses to admit a girl applying for admission in these classes.

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| Name of School | St Patrick's Loreto Primary School |
| Address | Vevay Road, Bray, Co. Wicklow |
| Roll Number | 175370 |
| Contact Number | 01-2860504 |
| Gender Orientation | Co-Educational Junior Infants - 1 st Class & 2 nd - 6 th Class Girls only. |
| Admissions Policy | www.stpatsbray.ie/admissions |
| Annual Admissions Notice | www.stpatsbray.ie/admissions |



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From September 2025 parents have the option of enrolling girls and boys in 1st Class in addition to Junior and Senior Infants in St. Patrick's Loreto PS (subject to the availability of places), growing year on year to become a complete vertical co-ed school by 2031/2032. It is currently an all-girls school from 2nd to 6th Class and does not discriminate where it refuses to admit a boy applying for admission in these classes.

3. Principles of CEAP

Both schools support the principles of:

- Inclusiveness with reference to the enrolment of children with a disability or other special educational need
- Equality of access and participation in the school
- Respect for the diversity of values, beliefs, traditions, languages and ways of life in society
- Parental choice in relation to enrolment within the procedures of common enrolment as detailed later in this document
- Keeping families together in the same school, with due respect to parental choice.

4. Common Enrolment Application Procedure (CEAP)

The Admissions Policy and Annual Notice of both schools must be read in full as both schools are independent of each other. The CEAP will allow parents to complete a single application and list their preference of school for enrolment.

Class size for Junior Infants and 1st Class, subject to the CEAP, are published in the Admissions Notice of each individual school and have been determined based on overall proportionality of applications received in previous years, current enrolment, available accommodation in the building, and to support the viability and sustainability of both schools engaged in the CEAP.

5. CEAP Procedures

- a) Children applying to enrol in either school must have reached the age of 4 years by 1st September of the year they will commence school (for Junior Infants only).
- b) Parents/ guardians seeking to enrol in Junior Infants or 1st Class should complete the online common enrolment form, uploading an original birth/ adoption certificate and proof of address (e.g. a utility bill).



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- c) If parents/guardians are unable to apply online they may do so in person/ by email/ by post at their preferred choice of school with hard copies of all information. The application will be submitted on their behalf to the CEAP.

The completion of an application form or the placement of your child's name on a list, however early, does not confer an automatic right to a place in the school.

- d) Parents/Guardians must choose the order of preference when applying through the CEAP: (e.g. 1st preference; 2nd preference)
- e) Please note, only those schools identified in order of preference will be able to consider your application. If your child is unsuccessful in obtaining their first preference, this will not prejudice his/her chances of obtaining a place in a lower preference.

By submitting this form a parent/ guardian acknowledges that failure to identify more than one school may result in your child not being offered any school place should the schools applied to be over-subscribed or should your child not meet the criteria in the Admissions Policy of the school identified.

- f) All offers of enrolment are subject to an acceptance of the School's Code of Behaviour, a copy of which is available from each school or can be downloaded from each school's website.

The online Application form and Explanatory Notes, regarding applications and procedures can be found [here](#)

6. Decision Making

Final decisions in relation to applications for enrolment will be made by the Boards of Management of both schools. A Common Enrolment Committee (see Appendices), will manage the CEAP, on behalf of the Boards of Management, in accordance with the procedures of both their respective Admissions Policies and the Common Applications and Enrolment Procedure.

The meeting to allocate places in St. Cronan's NS and St. Patrick's Loreto PS will be attended by the Common Enrolment Committee. This committee will be made up of the Principals and Chairpersons of both schools on an agreed time and date. The school secretaries in both schools will provide administrative support to the Committee. It is always envisaged by the Boards of Management that the



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procedures in Section 2 above and criteria set out in each school's Admissions Policy should be adhered to strictly.

In the case where one school is unable to offer a 1st preference place in Junior Infants or 1st class (i.e is oversubscribed) family members may be offered enrolment in their 2nd preference school.

Where a parent/ guardian is offered a 2nd preference place and does **NOT accept** this place, the child's name will be removed from the CEAP and will **NOT** be placed on a waiting list in either school.

If a parent/ guardian, having accepted a 2nd preference place but a 1st preference place then becomes available, the parents/ guardians of the next eligible child, as per the individual school's selection criteria, may choose to accept a place in their 1st preference school. If so, the place in the 2nd preference school is offered to the next eligible child on the common waiting list. If they choose to remain with their original offer, the vacant place is offered to the next eligible child on the common waiting list.

In the case where neither school is in a position to offer a 1st or 2nd preference place in Junior Infants or 1st class (i.e is oversubscribed) family members may be placed on a common waiting list and offered enrolment in whichever school a place becomes available in first.

7. Late admissions

Parents/ Guardians of children may apply to enrol children at any time during the school year in either of the schools, subject to any regulations the Department of Education may lay down under the terms of the Education Welfare Act 2000. In such cases, children must be enrolled in each school separately as the terms of the CEAP apply specifically to the time frame laid out in the Admissions Notices of both schools.

Applicants should be aware that section 66(6) of the Education (Admission to Schools) Act 2018 allows for the sharing of certain information between schools in order to facilitate the efficient admission of students.

Section 66(6) allows a school to provide a patron or another board of management with a list of the students in relation to whom—

- (i) an application for admission to the school has been received,
- (ii) an offer of admission to the school has been made, or



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(iii) an offer of admission to the school has been accepted.

The list may include any or all of the following:

- (i) the date on which an application for admission was received by the school;
- (ii) the date on which an offer of admission was made by the school;
- (iii) the date on which an offer of admission was accepted by an applicant;
- (iv) a student's personal details including his or her name, address, date of birth and personal public service number (within the meaning of section 262 of the Social Welfare Consolidation Act 2005).

8. Review/Appeals

A parent/ guardian may request the Board of Management of the relevant school to review a decision to refuse admission. Such requests must be made in accordance with the review procedures laid out in the Admissions Policy.

9. CEAP Agreement

This procedure has been agreed by the Boards of Management of St. Cronan's NS and St. Patrick's Loreto Primary School.

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| <p>Signed: </p> <p>Principal, St. Cronan's NS</p> <p>Signed: </p> <p>Chairperson, St. Cronan's NS</p> | <p>Signed: </p> <p>Principal, St. Patrick's Loreto PS</p> <p>Signed: </p> <p>Chairperson, St. Patrick's Loreto PS</p> |
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Date: 12th September 2024