

ANNUAL ADMISSION NOTICE

In respect of admissions to the 2025 / 2026 school year

Admission Policy and Application Form

A copy of the school's **Admission Policy** and the **Application Form for Admission** for the 2025/2026 school year is available as follows: –

On request: E-mail mullingar@saplings.org

or request in writing to: Saplings School, Lynn Road, Mullingar, Co Westmeath. N91 V5TF

PART 1 - Admissions to the 2025 / 2026 school year

Application and Decision Dates for admission to 2025 / 2026

The following are the dates applicable for admission to Saplings Special School

The school will commence accepting admission applications for expression of Interest on	6th January 2025
The school shall cease accepting applications admission applications for expression of interest on	19th February 2025
The date by which applicants will need to send all relevant reports and documentation by is	28th February 2025
The date by which applicants will be notified of the decision on their application is	31st March 2025
The period within which applicants must confirm acceptance of an offer of admission is	Within 10 working days of the date on the offer letter.

Note: the school will not consider late applications which is in accordance with the school's admission/enrolment policy.

***Failure to accept an offer within the prescribed period above may result in the offer being withdrawn**

Number of places being made available in 2025 / 2026

The number of places being made available in Saplings Special School for 2025 / 2026 is	1
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Please note the following for 2025/2026 from the Department of Education:

In order to ensure that the NCSE has access to information on all children and young people who may require a special class or special school place, parents/guardians should notify the NCSE prior to making an application for admission to a special class and/or special school. The NCSE will discuss with families the range of options that are available to meet the needs of their child or young person as identified in available reports. This notification together with the submission of the child or young person's relevant reports should occur as early as is possible. Notification should be made before 1 February in the preceding school year to facilitate NCSE planning and to ensure that the NCSE and the Department is provided with sufficient time to plan and provide for additional special class and special school capacity. It is recognised that many school admission processes start during Term 1 of the school year, and the NCSE will be working to ensure that parents/guardians notify them as early as possible.

However, it must be considered that some children and young people may not receive a diagnosis and/or a recommendation for a special class or special school until a later time and the NCSE must continue to work to support these children and young people to secure an appropriate enrolment, in collaboration with their local schools.

Saplings School will cooperate with the NCSE in the performance by the Council of its functions under the Education for Persons with Special Educational Needs Act 2004 in relation to the provision of education to children with special educational needs, including in particular by the provision and operation of a special class or classes when requested to do so by the Council. Saplings school will comply with any direction served on the board or the patron under section 37A and 67(4)(b).