

***Important letter – please read all sections carefully***

8<sup>th</sup> September 2011

Dear Parents/Guardians,

Thank you for your interest in enrolling your daughter in our school for September 2012. I am very happy to inform you that we will be running an **Open Night on the 26<sup>th</sup> of September at 6:45p.m.** Our open night is a ticketed event. Your ticket is enclosed. Please bring this ticket with you on the night. We will be delighted to welcome you and your daughter, so that you can take a tour of the school and find out the essential information required to make an informed decision regarding the school most appropriate for your daughter's needs. Ours is a school with an unsurpassed record of academic achievement that provides a wide curriculum and an impressive array of artistic, sporting and social extra-curricular activities. We cater for a wide range of abilities and provide professional and caring teaching, encouraging every student to reach her potential. An exceptional standard of behaviour is maintained in our school. This is achieved in the context of a warm atmosphere founded on the concept of mutual respect between our students and teachers. Please note that there will be two elements to the night: a tour of the school and an information presentation. I look forward to welcoming you and your daughter on the night.

I have enclosed a copy of our Admissions Policy which will govern our enrolment procedures. Please read the policy carefully with particular reference to the application procedures and criteria for allocation of places. Enclosed, also, is an application form.

As indicated to you in previous correspondence, having your name on our files for any length of time will **not** be taken into account when allocating places. If you wish to have a place for your daughter in our school, the enclosed application form must be completed and returned to the school **between 3<sup>rd</sup> October 2011 and 17<sup>th</sup> October 2011 inclusive.** **Applications received before 3<sup>rd</sup> October 2011 will be deemed to have been received on that date. Only applications received on the correct application form for the year of entry will be accepted.** In accordance with our policy, the date of receipt of your application has no bearing on the decision to offer a place, as long as it is received by the school between the 3<sup>rd</sup> and the 17<sup>th</sup> of October.

Any applications received after October 17<sup>th</sup> will be processed in accordance with section 3.3 of the Admissions Policy.

Please note that there are 174 places available in first year for the year 2012-2013. If there are more applicants than places available, the criteria for allocation of places will apply (**please refer to section 3**).

If your daughter receives an offer of a place, we need to receive written confirmation that she is taking up the place by **4p.m. on Friday 28<sup>th</sup> October 2011.** If we do not receive such confirmation, the place will be forfeited and offered to the next person on the

waiting list. On acceptance of a place, we request a deposit of €50.00 (non-refundable). This sum will, in part, be offset against administration expenses and your daughter's homework diary and swipe card.

We will be in touch with you again after the closing date for receipt of applications. In the meantime, if you have any queries please do not hesitate to contact me. You may like to do so by email: [principal@loretokk.ie](mailto:principal@loretokk.ie) or by phoning the school.

Yours faithfully

A handwritten signature in black ink, appearing to read 'Colm Keher', written over a horizontal line.

Colm Keher  
Principal.