

# Gortnahoe N.S.

Gortnahoe,  
Thurles,  
Co.Tipperary  
Eircode E41F857

**Telephone:** 087 - 7919488  
**Email:** info@gortnaheens.ie  
**Web:** www.gortnaheens.ie  
**Roll Number:** 17580P



**Principal:** David O'Dwyer  
**Deputy Principal:** Ciara Lanigan

06/01/2026

Dear Parent/s,

Thank you for taking the time to consider enrolling your child in Gortnahoe NS.

Gortnahoe NS is fully committed to providing the highest possible educational standards and facilities which will enable all students to reach their full potential in a safe and respectful environment.

Gortnahoe NS has excellent support structures in place, which lead to each student being able to grow and develop. The teachers and children develop relationships of trust and respect.

To get an idea of life in Gortnahoe NS please visit our website [www.gortnaheens.ie](http://www.gortnaheens.ie) to view our promotional video.

Currently there is no place available in our Special Classes for 2026/2027.

For more information on our school please visit our school website [www.gortnaheens.ie](http://www.gortnaheens.ie) or if you would like to visit, please do not hesitate to contact me.

The application form for 2025/2026 enrolment is enclosed with this letter and our Admission Notice and Admission Policy are also available on our school website.

The application form needs to be completed and returned to the school by 3pm on Friday, the **28<sup>th</sup> of February, 2026**.

Decisions in relation to enrolment are made in accordance with school policy. Parents will be notified of the decision within 21 days of the closing date. It is advisable that children applying to enroll in Gortnahoe N.S. must have reached the age of 4 years by the first day of the school year. Please visit our school website and familiarise yourself with our key policies and procedures, prior to applying to enroll your child.

The completion of an enrolment application form does not confer an automatic right to a place in the school.

A registration form also forms part of our enrolment procedure and will be sent to successful applicants. For more information on the decision making process, please see our "Admission Policy" on our school website [www.gortnaheens.ie](http://www.gortnaheens.ie)

If you require further information, please do not hesitate to contact the school.

Yours sincerely,

David O'Dwyer  
School Principal

## For Applications to our Special Class

**The NCSE aims to assist parents seeking a special class/school placement for their child/young person.**

In the Department of Education Circular [gov.ie](http://gov.ie) – [www.gov.ie](http://www.gov.ie) – [New measures to support the Forward Planning for Special Education Provision \(www.gov.ie\)](http://www.gov.ie) it is indicated that parents seeking a special class or special school placement for their child for the coming academic year 2026/2027 make contact with the NCSE.

There is a dedicated NCSE email address to be used by parents looking to make contact about a special class/school placement.

Note: this email address is available **to assist parents who have not yet engaged with their local SENO and wish to make contact with the NCSE for the first time** in relation to seeking a special school/class placement for the 2025/26 school year.

If you have already made contact with your SENO and provided professional reports that may support special class/school placement for your child, there is no need to contact via this email address.

[parentsnotify@ncse.ie](mailto:parentsnotify@ncse.ie)

is the dedicated NCSE email address you can use to make initial contact with us.

### What you can expect:

1. NCSE Service Delivery Support Team will acknowledge your initial email.
2. NCSE Service Delivery Support Team will check that you have included your consent form and professional report(s).
3. When we have your consent and professional report(s) the NCSE Service Delivery Support Team will forward them to your local Regional team, who will check that they meet eligibility criteria for the placement you seek.
4. Your local SENO will make direct contact with you to discuss your child's placement requirements and options.
5. Your local SENO will provide you with written feedback that reflects the review of your submitted documents.

***(This information should be furnished to the school, ideally with your application form but if not, at the earliest available opportunity)***

Parents should not delay in making applications for special classes and special school placements to schools that have opened their admissions process for the coming year, when waiting for the NCSE to get back to you.

This new process has been developed to support schools and families and to assist the NCSE in planning for additional specialist placements. Schools have been made aware that our role is to assist with this process, whilst each school follows their own admissions policy.

Should you require assistance from your local SENO, they can be found by following this link:

Ann Reidy

SENO | Tipperary 3 | National Council for Special Education

First Floor, Government Buildings, St. Conlon's Road | Nenagh | Co. Tipperary | E45 T611 | T: 01 5391360 |  
Email [ann.reidy@ncse.ie](mailto:ann.reidy@ncse.ie)

## Data Privacy Statement

The information provided on this form will be used by Gortnahoe NS to apply the selection criteria for enrolment in Junior Infants, and to allocate school places in accordance with the School's Admission Policy and the School's Annual Admission Notice.

Where a pupil is admitted to the school, the information will be retained on the pupil's file.

On acceptance of an offer of admission, this information will be entered in the School Administration System "Aladdin" and will be uploaded to the Primary Online Database. The Primary Online Database (POD) is a nationwide individualised database of primary school pupils, hosted by the Department of Education and Skills.

In the event of oversubscription, a waiting list of students whose applications for admission to Gortnahoe NS were unsuccessful due to the school being oversubscribed will be compiled, and will remain valid for the school year in which admission is being sought (See Section 13 – or relevant section – School Admission Policy).

Where a child's name is placed on a waiting list, and the child is not admitted to the school, the information provided on this form will be retained for the duration of the school year and will be securely destroyed thereafter.

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. The information which may be provided to a patron or another Board of Management for this purpose may include all or any 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).

Should your child or young person be placed on a waiting list for a place, their personal data may be shared with the National Council for Special Education for the purposes of planning for the provision of special education placements.

## Gortnahoe N.S Enrolment Application Form 2026/2027

Pupil's First Name: \_\_\_\_\_ Surname: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Gender: \_\_\_\_\_

Enrolment in (*Please tick accordingly*)

<b>Mainstream</b>							
Junior Infants		Senior Infants		1 <sup>st</sup> Class		2 <sup>nd</sup> Class	
3 <sup>rd</sup> Class		4 <sup>th</sup> Class		5 <sup>th</sup> Class		6 <sup>th</sup> Class	
<b>Special Class for Children with Autism DSM IV/V or ICD-10 diagnostic criteria diagnosis.</b> <i>Please include a copy of the Diagnostic Report</i>							
Junior Infants		Senior Infants		1 <sup>st</sup> Class		2 <sup>nd</sup> Class	
3 <sup>rd</sup> Class		4 <sup>th</sup> Class		5 <sup>th</sup> Class		6 <sup>th</sup> Class	

Address (at which the applicant resides) \_\_\_\_\_

\_\_\_\_\_

Name and class of Sibling(s) currently enrolled:

\_\_\_\_\_

Parish in which the applicant resides

\_\_\_\_\_

### ***Parent(s)/Guardian(s) Details:***

Name: \_\_\_\_\_ [ ☐ ] Parent [ ☐ ] Custodian [ ☐ ] Legal Guardian

Address: \_\_\_\_\_

\_\_\_\_\_

Home Tel. \_\_\_\_\_ Mobile \_\_\_\_\_

Email. \_\_\_\_\_

Name: \_\_\_\_\_ [ ☐ ] Parent [ ☐ ] Custodian [ ☐ ] Legal Guardian

Address: \_\_\_\_\_

\_\_\_\_\_

Home Tel. \_\_\_\_\_ Mobile \_\_\_\_\_

Email. \_\_\_\_\_

The Code of Behaviour is acceptable and we shall make all reasonable efforts to ensure compliance with such code by the student. [ ☐ ] Yes [ ☐ ] No

Signature 1: \_\_\_\_\_ Signature 2: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Completed enrolment applications must be returned to Gortnahoe N.S. no later than 3 p.m. on Friday, the **28<sup>th</sup> of February, 2026.**