A step by step guide to the application process 2024 – 2025

Step:	What happens	Timeline:	Communication:
1.	**Applications** arrive in Coláiste Choilm. • By **email** (to admissions@colaistechoilmswords.ie) • By **post** (to Admissions 2023/24, Coláiste Choilm, Dublin Road, Swords, County Dublin) • By **hand** to the front office (open from 08:50 – 3:45 on Monday, Tuesday, Thursday and Friday. Open from 08:50 – 1:05 on Wednesday) Please include proof of address,(utility bill less than 6 months old) **no need to include birth certificate, see step 8 below**.	Starting on **2nd October** and finishing on **23rd October**	All applications acknowledged by email.
2.	**Round 1 offers** Offer of a place in first year 2024—2025. Using the link provided in the email, the offer may be accepted or declined.	6th November to 27th November	By email from Admissions. A text notification will also be sent.
3.	**Online Registration Form** • Any Irish Exemptions may be posted or submitted to the school during this period. • Any Psychological Reports should be posted or submitted to the school during this period.	28th November to 5th December	By email from Admissions. A text notification will also be sent.
4.	Payment of €100 entrance subscription. Covers journal, photocopying, insurance and assessment tests	Payment using easypayments plus (instructions overleaf) from 8th to 15th December	An email and text notification will be sent.
7.	**Admissions Pack** and Book Rental	January 2024	By post. An email and text notification will be sent.
8.	**Assessment Test. Please return your Admissions Pack and supporting documentation.** **Original Birth Certificate is taken, copied and returned to your son before his departure at 12:30p.m.**	Saturday 27th January 2024. 09:30a.m. – 12:30p.m.	An email and text notification will be sent
9.	**Information Evening**	Thursday 29th February 2024 7:30pm	An email and text notification will be sent

Any enquiries, please email admissions@colaistechoilmswords.ie rather than telephoning the main school office