

## A step by step guide to the application process 2027 – 2028

| Step: | What happens                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Timeline:                                                                         | Communication:                                                                                                                                            |
|-------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.    | <b><u>Applications</u></b> arrive in Coláiste Choilm. <ul style="list-style-type: none"> <li>By <b>email</b> (to <a href="mailto:admissions@colaistechoilmswords.ie">admissions@colaistechoilmswords.ie</a>)</li> <li>By <b>post</b> (to Admissions Office, Coláiste Choilm, Dublin Road, Swords, County Dublin)</li> <li>By <b>hand</b> to the front office (open from 08:50 – 3:45 on Monday, Tuesday, Thursday and Friday.<br/>Open from 08:50 – 3:05 on Wednesday)</li> </ul> <b>Please include proof of address,(utility bill less than 6 months old)</b><br><b>no need to include birth certificate, see step 2 below.</b> | Starting on <b>1st October</b><br><br>and<br><br>finishing on <b>22nd October</b> | All applications acknowledged by email.                                                                                                                   |
| 2.    | <b><u>Round 1 offers</u></b><br>Offer of a place in first year 2026—2027. Using the link provided in the email, the offer may be accepted or declined.<br><b>If accepting the offer, please send copy of birth cert to Coláiste Choilm.</b> <ul style="list-style-type: none"> <li>By <b>email</b> (to <a href="mailto:birthcert@colaistechoilmswords.ie">birthcert@colaistechoilmswords.ie</a>)</li> </ul>                                                                                                                                                                                                                      | 3rd November to 24th November                                                     | By email from Admissions. A text notification will also be sent.<br><br>Anyone who has received an offer can use the online form to accept or decline it. |
| 3.    | <b><u>Online Registration Form</u></b> <ul style="list-style-type: none"> <li><b>Any Irish Exemptions and any psychological reports can be emailed to <a href="mailto:aen@colaistechoilmswords.ie">aen@colaistechoilmswords.ie</a></b></li> </ul>                                                                                                                                                                                                                                                                                                                                                                                | 25th November to 3rd December                                                     | By email from Admissions. A text notification will also be sent.                                                                                          |
| 4.    | Payment of €100 entrance subscription. Covers photocopying, insurance and assessment tests                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Payment using payzone 8th to 19th December                                        | An email and text notification will be sent.                                                                                                              |
| 7.    | <b><u>Admissions Pack</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 6th January 2027                                                                  | By post. An email and text notification will be sent.                                                                                                     |
| 8.    | <b>Assessment Test. Please return your Admissions Pack and supporting documentation.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Saturday 23rd January 2027.<br>09:30a.m. – 12:30p.m.                              | An email and text notification will be sent                                                                                                               |
| 9.    | <b>Information Evening</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Thursday 4th March 2027<br>7:30pm                                                 | An email and text notification will be sent                                                                                                               |

*Any enquiries, please email [admissions@colaistechoilmswords.ie](mailto:admissions@colaistechoilmswords.ie) rather than telephoning the main school office*



A guide to admissions in:

# 1st year 2027 – 2028

