

# Enrolment into a Year that is not 1st Year

## Application for Transfer into a Year other than First Year

If you wish to apply for a place for your son as a school transfer (i.e. if he wishes to transfer from another second-level school) then you must:

1. Read the CBS Kilkenny Admission Policy.
2. Download a copy of our **School Transfer Application Form** and **Principal's Appraisal Form** (both available on the school website) for students transferring from another second-level school or contact the school office to have a copy posted to you.
3. Completed Application Forms should be posted to: **Admissions, CBS Secondary School Kilkenny, James's St, Kilkenny R95 H985.**
4. Please include copies of your son's two most recent school reports with his application.
5. Please note that we will acknowledge receipt of all applications via email to the email address provided in the Application Form.
6. If you do not receive a receipt within a couple of days, please contact the school office. The school does not accept responsibility for Application Forms not received.

## SUMMARY

### IMPORTANT DOCUMENTS FOR APPLICANTS into a Year OTHER than 1st Year

- **Admission Policy** (available on school website)
- **School Transfer Application Form** and **Principal's Appraisal Form** (available on school website)
- NOTE: An application is **not** complete unless also accompanied by two recent academic reports.
- **BOMR1 Form**