



Duntaheen Road
Fermoy Co. Cork



Coláiste an Chraoibhín

APPLICATION FORM FOR ADMISSION TO FIRST YEAR – 2021/2022

This is an application form for admission and does not constitute an offer of a place, implied or otherwise. Use of the word 'student' throughout this Application Form does not imply that the person on whose behalf this application is being made is regarded as a having been accepted as a student of Coláiste an Chraoibhín

Completed applications will be accepted from:	1 st October 2020
The closing date for receipt of applications is:	4pm 8 th January 2021

All Application Forms and accompanying documentation should be sent to:	For office use only
Coláiste an Chraoibhín Duntaheen Road Fermoy Co.Cork P61 VX78 Or enrolment@colchraoibhin.ie (original copy of birth-certificate must be sent to the school)	Date received: ____/____/_____ School Stamp:

Please complete all sections of the following application using BLOCK CAPITALS
Please ensure you provide a working email address and mobile phone number

SECTION 1 - PROSPECTIVE STUDENT DETAILS

Details of the young person for whom this application is being made.

First Name: (as per Birth Certificate)									
Middle Name:									
Surname:									
Student Address:									
Eircode:									
PPSN:									
Mother's Maiden Name (for DES purposes)									

SECTION 2 – DETAILS OF PARENT/GUARDIAN

	Parent / Guardian 1	Parent / Guardian 2
Prefix: (e.g. Mr. / Ms. / Ms. etc.)		
First Name:		
Surname:		
Address:		
Eircode:		
Telephone no.		
Email address:		
Relationship to student:		

Important Information:

Under section X of the Department of Education and Skills' Rules and Programme for Secondary Schools 2004/05, "A recognised pupil means a pupil who is not less than 12 years of age on the 1st day of January of the school year." Also, section V requires a Principal to obtain a "certified extract from" the "public register of births." Therefore, the school requires sight of the child's long-form birth certificate in order to assess whether s/he meets the requirement.

Therefore, you are required to submit an original long birth-certificate (and a copy) with this application form.

Please tick the box to confirm that you enclose the child's original long-form birth certificate and a photocopy of same with this Application Form:

I enclose the child's original long-form birth- certificate and a copy of same with this Application form (the original will be returned to you)

Please sign below to demonstrate that you have read and understand this information

Parent/Guardian 1. _____ Date: _____

Parent/Guardian 2. _____ Date: _____

SECTION 3 – STUDENT CODE OF BEHAVIOUR

Please confirm that the Student Code of Behaviour is acceptable to you as a parent/guardian and that you shall make all reasonable efforts to ensure compliance of same by the student if s/he secures a place in the school. Please note that the Code of Behaviour can be found at www.colaisteachraoibhin.ie

I _____ confirm that the Code of Behaviour for the school is acceptable to me as the student's parent/guardian and I shall make all reasonable efforts to ensure compliance by the student if s/he secures a place in the school.

SECTION 4 – SPECIAL CLASS

The Special Class in Coláiste an Chraoibhín provides for students who have diagnosis of Autistic Spectrum Disorder and have an Educational/Clinical Psychologist report recommending placement in an ASD Special Class in a mainstream post primary school setting

*Please **ONLY** complete if you are applying for the special class.*

Please confirm if this application is being made for:

The special class only: **OR** The special class **or** the mainstream year group:

Where the student is seeking a place in the special class, please provide details of the special educational needs of the student, including an Educational/Clinical Psychologist's report.

SECTION 5 – SELECTION CRITERIA FOR ADMISSION IN THE EVENT OF OVERSUBSCRIPTION

This information will assist in determining whether the student meets the admission requirements in accordance with the order of priority as set out in the applicable section of Part B of the Admission Policy for Coláiste an Chraoibhín which can be found at www.colaisteanchraoibhin.ie

A. If the student currently has any siblings in this school, please indicate their names and current year of study.

(i) Name:	
Year:	
(ii) Name:	
Year:	
(iii) Name:	
Year:	
(iv) Name:	
Year:	

B. If the student has previously had any siblings in this school, please indicate their names and years of attendance.

(i) Name:	
Year(s):	
(ii) Name:	
Year(s):	

C. If the student has a parent/guardian currently working in Coláiste an Chraoibhín please indicate their name

Name:	
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D. Please provide details of the primary school currently being attended by the student.

School name:	
School address:	

IMPORTANT INFORMATION:

- All of the information that you provide in this application form is taken in good faith. If it is found that any of the information is incorrect, misleading or incomplete, the application may be rendered invalid.
- Please understand that it your responsibility to inform the school of any change in contact information or circumstances relating to this application.
- For information regarding how your data is processed by the school and Cork ETB please see overleaf.
- Please sign below to demonstrate that you have read and understood this information.

Parent/Guardian 1. _____ Date: _____

Parent/Guardian 2. _____ Date: _____

OFFICE USE ONLY

Date Application Received:

Date entered on School Database:

Checked by:

Entered by:

DATA PROTECTION

The Board of Management of Coláiste an Chraoibhín is a committee of Cork ETB, 21 Lavitts Quay Cork which is a data controller under the General Data Protection Regulations and the Data Protection Acts 1988 - 2018. The Data Protection Officer for Cork ETB is Sarah Flynn and can be contacted at Cork ETB head Office 21 Lavitts Quay Cork

The personal data supplied on this Application Form and the accompanying documentation sought is required for the purpose of:

- Verification of identity and date of birth;
- Verification and assessment of admission criteria;
- Allocation of teachers and resources to the school; and
- School administration,

all of which are tasks carried out pursuant to various statutory duties to which Cork ETB is subject.

Failure to provide the requested information may result in the application being deemed invalid and an offer of a place may not be made.

The personal data disclosed in this Application Form may be communicated internally within Cork ETB for the purpose of determining the applicability of the selection criteria and possibly with the patron or board of management of other schools in order to facilitate the efficient admission of students, pursuant to section 66(6) of the Education Act 1998 as inserted by section 9 of the (Admissions to Schools) Act 2018.

The personal data provided in this Application Form will be kept for 7 years from the date on which the student turns 18 years of age, unless there is a statutory requirement to retain some or all elements of the data for a further period or indefinitely, in line with Cork ETB's Data Retention Policy, which can be found at www.corketb.ie

A copy of the full Cork ETB Data Protection Policy is available at <https://www.corketb.ie/wp-content/uploads/2019/12/CETB-Data-Protection-Policy-.pdf> or from the school office.

Any person who provides personal data through this Application Form has a right to request access to that data. S/he also has a right to request the changing of any information if it is factually incorrect. A request for erasure of the data can also be made by or on behalf of the data subject but this will only be acceded to where the data is no longer necessary for the purpose for which it was collected and where Cork ETB does not have a legal basis for retaining it.

If you as a data subject have any complaints regarding the processing of your personal data, you have the right to lodge a complaint with the Data Protection Commission.