



APPLICATION FORM FOR ADMISSION to Junior Infants – 2021-2022

<i>This is an Application Form for admission and does not constitute an offer of a place, implied or otherwise.</i>	
Completed applications will be accepted from:	October 1 st 2020
The closing date for receipt of applications is:	January 29 th 2021

All Application Forms and accompanying documentation should be sent to:	For office use only
Scoil Choilm Community National School Porterstown Road, Clonsilla, Dublin 15	Date received: ___/___/____ School Stamp:

Please ensure you return the following documents to the school to complete the application:

- An original long birth-certificate (together with a copy)
- Two Recent documents as proof of address (only registered utility bills or bank statements dated within the last three months and in the name of the parent(s)/guardian(s) will be accepted)

Please complete all sections of the following application using **BLOCK CAPITALS**

SECTION 1 – CHILD DETAILS

Details of the child for whom this application is being made

First Name:									
Middle Name:									
Surname:									
Child's Address:									
Eircode:									
PPSN:									
Date of Birth:	Day		Month		Year				



SECTION 2 – DETAILS OF PARENT/GUARDIAN

This information is sought for the purposes of making contact about this application. If more than one name is given but the address is the same, only one letter will issue and will be addressed to both individuals.

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

SECTION 3 – STUDENT CODE OF BEHAVIOUR

Please confirm that Scoil Choilm's Code of Behaviour is acceptable to you as a parent/guardian and that you shall make all reasonable efforts to ensure compliance with same by the child if s/he secures a place in the school. Please note that the Code of Behaviour can be found on our website at: www.scoilchoilmcns.ie or from the school office.



I _____ confirm that the Code of Behaviour for Scoil Choilm CNS is acceptable to me as the child's Parent/Guardian and I shall make all reasonable efforts to ensure compliance by the child if s/he secures a place in the school.

SECTION 4 – RULES ON MINIMUM AGE FOR ENTRY INTO PRIMARY SCHOOL

In line with our enrolment policy, for applicants for Junior Infants for the coming academic year must be 4 years of age on or before the **31st of May 2021**. Therefore, the school requires proof of the child's date of birth in order to assess whether s/he meets this criterion in accordance with the school's enrolment policy. The school will retain a copy of a student's birth certificate. This date is non-negotiable.

Please tick the box to confirm that you enclose the child's original long-form birth certificate and a copy 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.)

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

This information will assist in determining whether the child meets the admission requirements. The list of questions is in the order of priority as per Scoil Choilm Community National School's Enrolment Policy. Our Criteria for selection is as follows:

A. If applying for a place in Junior Infants, all pupils must be 4 years of age on or before the 31st of May of the year of entry – please confirm your child's date of birth

Date of Birth:	Day		Month		Year			



B. If the child currently has any siblings in Scoil Choilm CNS, please indicate their names and current Class Level.

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

C. Please confirm the child's address for the purpose of determining whether s/he resides in the catchment area. Please note that two recent bills as proof of address will be required in support of this. (Only registered utility bills or bank statements dated within the last three months and in the name of the parent(s)/guardian(s) will be accepted).

Address:	

IMPORTANT INFORMATION:

- You are required to submit:
 - An original long birth-certificate (together with a copy), and
 - Two documents as Recent proof of address - only registered utility bills or bank statements dated within the last three months and in the name of the parent(s)/guardian(s) will be accepted.
- 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 is 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 Dublin & Dún Laoghaire Education & Training Board 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:

Checked by:

Date entered on School Database:

Entered by:

DATA PROTECTION

The Board of Management of Scoil Choilm Community National School is a committee of Dublin & Dún Laoghaire Education & Training Board (DDLETB) which is a data controller under the General Data Protection Regulations and the Data Protection Act Ireland 2018. The Data Protection Officer for DDLETB can be contacted at dataprotection@ddletb.ie.

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 DDLETB is subject. The requirement to provide a birth certificate is in accordance with the Department of Education and Skills' Primary Circular 24/02 and Rule 64(5) of the Rules for National Schools, which require all primary schools to obtain and keep a copy of a student's birth certificate. The processing of the personal data supplied on this Application Form is therefore carried out in line with Articles 6(c) and 6(e) of the General Data Protection Regulation.

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 DDLETB 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 child 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 DDLETB's Data Retention Policy, which can be found at www.ddletb.ie

A copy of the school's GDPR Policy is available upon request 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 DDLETB 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 Commissioner.