

APPLICATION FORM FOR ADMISSION - 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 Pobail Acla.

Completed applications will be accepted from:

4th February 2021

The closing date for receipt of applications is:

26th February 2021

All Application Forms and accompanying documentation should be sent to:

For office use only

Coláiste Pobail Acla
Polranny
Achill Sound
Westport
Co. Mayo
F28 CP49

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)

Please tick the Year Group the student is applying to enter:

First Year

Third Year

Fifth Year

Second Year

Transition Year

Sixth Year

Please complete all sections of the following application using BLOCK CAPITALS

SECTION 1 - PROSPECTIVE STUDENT DETAILS

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

First Name:

Middle Name:

Surname:



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|-------------------------|------------|--|--------------|--|-------------|--|--|--|
| Student Address: | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| Eircode: | | | | | | | | |
| PPSN: | | | | | | | | |
| Date of Birth: | Day | | Month | | Year | | | |
| | | | | | | | | |

| SECTION 2 – DETAILS OF PARENT/GUARDIAN | | |
|---|----------------------------|----------------------------|
| <p><i>This section is NOT required to be completed where the student is over 18, unless s/he wishes the school to communicate with his/her parent/guardian about this application instead of directly with the student. The 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.</i></p> | | |
| | 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: | | |

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 <https://colaistepobailacla.ie/school-policies/> or from the school office.

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 – RULES ON MINIMUM AGE FOR ENTRY INTO SECONDARY SCHOOL

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.

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.)

SECTION 5 – SPECIAL CLASS

The special class in Coláiste Pobail Acla teaches students who have the following special educational needs: Autism Spectrum Disorder

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:

IMPORTANT INFORMATION:

- You are required to submit:
 - (i) An original long birth-certificate (together with a copy), and
- 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 MSLETB, please see overleaf.
- Please sign below to demonstrate that you have read and understood this information.

***NOTE:** Should the student receive a place in Coláiste Pobail Acla there is no guarantee that the student will be assigned his/her selected subject choice due to resource issues and/or restrictions on the numbers of students per class.*

 (Parent / Guardian 1)

 (Date)

 (Parent / Guardian 2)

 (Date)

 (Student [where over 18])

 (Date)

| OFFICE USE ONLY |
|----------------------------------|
| Date Application Received: |
| Checked by: |
| Date entered on School Database: |
| Entered by: |

DATA PROTECTION

The Board of Management of Coláiste Pobail Acla is a committee of MSLETB, Newtown, Castlebar, Co Mayo which is a data controller under the General Data Protection Regulations and the Data Protection Acts 1988 - 2018. The Data Protection Officer for MSLETB is Mary McDonald and can be contacted at 094 9024188.

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 MSLETB is subject. In addition, under section V of the Department of Education and Skills' Rules and Programme for Secondary Schools 2004/05, a Principal is required to obtain a "*certified extract from*" the "*public register of births*" in relation to students. Therefore, the school requires sight of the child's long-form 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 MSLETB 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 MSLETB's Data Retention Policy, which can be found www.msletb.ie.

A copy of the full MSLETB Data Protection Policy is available at <https://colaistepobailacla.ie/school-policies/> 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 MSLETB 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.