

# APPLICATION FORM FOR ADMISSION TO FIRST YEAR 2025/2026

## BAILIEBOROUGH COMMUNITY SCHOOL



### QUALITY EDUCATION IN A CARING ENVIRONMENT

**PLEASE NOTE: FALSE INFORMATION WILL AUTOMATICALLY DISQUALIFY THE APPLICANT.**

**PLEASE FILL OUT DETAILS IN BLOCK CAPITALS**

**Closing date for receipt of application form is 4pm on Monday 2<sup>nd</sup> December 2024**

#### **Data Protection**

The personal data required from you on this admissions form (part 1) is required for the purposes of:-

- fulfilling our legal obligation to provide an education to students
- student enrolment and student registration
- allocation of teachers and resources to the school
- school administration
- to fulfil our other legal obligations
- to process appeals, resolve disputes and defend litigation etc.

#### **1. You have the following statutory rights that can be exercised at any time:**

- (a) Right to complain to supervisory authority.
- (b) Right of access.
- (c) Right to rectification.
- (d) Right to be forgotten.
- (e) Right to restrict processing.
- (f) Right to data portability.
- (g) Right to object and automated decision making/profiling.

For further information please see our school Data Protection Policy on our website [www.bailieborocs.ie](http://www.bailieborocs.ie) LINK

Should you wish to discuss anything in regard to Data Protection, please contact the Principal via the school office email :

[info@bailieborocs.ie](mailto:info@bailieborocs.ie)

**OFFICE RECEIPT DATE STAMP  
AND TIME**

#### **General Provision re. Data-Sharing on Applications for Admission**

Section 66(6) of the Education (Admission to Schools) Act 2018 allows for a list of students who have made applications for admission to be shared with a patron or another Board of Management, in order to facilitate the efficient admission of students. The data which may be provided for this purpose may include all or any of the following:

- (a) the date on which an application for admission was received by the school
- (b) the date on which an offer of admission was made by the school
- (c) the date on which an offer of admission was accepted by an applicant
- (d) a student's personal details including his or her name, address, date of birth and personal public service number (within the meaning of Section 262 of the Social Welfare Consolidation Act 2005)

This data may be further shared with the Department of Education for further processing to facilitate the efficient admission of students. This is in accordance with the Minister for Education's statutory function to ensure that there is made available to each person resident in the State a level and quality of education appropriate to meeting the needs and abilities of that person and to plan and co-ordinate the provision of education in recognised schools, having regard to the resources available.

#### **Provision regarding Sharing of Data with the NCSE on Applications for Admissions to Special Classes**

Should my child be placed on a waiting list for a place, I/We consent to the school sharing the details of my child with the National Council for Special Education for the purposes of planning for the provision of special education placements.

<b>1. PERSONAL DETAILS</b> (required for stage 1 of application process)	
Student Surname	
Student First Name	
Home Address	
	<b>EIRCODE:</b>
County	
Date of Birth	
Birth Cert Attached	Yes <input type="checkbox"/> No <input type="checkbox"/> <i>(Please tick ✓ appropriate box)</i>
Birth Certificate Forename <i>(if different to above)</i>	
Birth Certificate Surname <i>(if different to above)</i>	
Mother's Maiden Name	

<b>2. EDUCATIONAL DETAILS</b> (required for stage 1 of application process)	
NAME OF PRIMARY SCHOOL (currently attending)	
ADDRESS OF PRIMARY SCHOOL (currently attending)	
Roll Number of Primary School (currently attending)	

<b>3. FAMILY DETAILS</b> (REQUIRED FOR SCHOOL ENROLMENT AND PARENTAL CONTACT PURPOSES)		
	Parent/Guardian 1	Parent/Guardian 2
Surname		
Name(s)		
Relationship to child <i>(mother/father/other guardian) please provide details</i>		
Phone Number		
Mobile Number for Messaging from School		
<p><b>Please indicate <u>ONE</u> number to which text messages will be sent. Mobile No: _____</b></p> <p><b>Please make sure the School is aware of any change in your mobile number. This is essential for texting purposes.</b></p>		
Contact E-mail Address		

<p><b>Postal Address (if different from above)</b></p>		
<p><b>CORRESPONDENCE SHOULD BE ADDRESSED TO</b></p>	<p>Mother <input type="checkbox"/> OR          Father <input type="checkbox"/> OR          Both parents/guardians <input type="checkbox"/></p> <p style="text-align: right;">_____</p> <p style="text-align: right;">State above Correspondence title i.e. Mr. &amp; Mrs/Mrs/Mr + specify surname).</p>	
<p><b>Name(s) of PAST PUPILS (brother(s) and/or sisters) who attended this school and year of completion at the school.</b></p>	<p>_____</p> <p>_____</p> <p>_____</p>	
<p><b>Does the child have any Brothers/Sisters currently attending this school?</b></p>	<p>Name, Age, Class/Year</p> <hr/> <p>Name, Age, Class/Year</p> <hr/> <p>Name, Age, Class/Year</p>	

**"I DECLARE THAT ALL OF THE ABOVE INFORMATION IS TRUE AND CORRECT"**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Parent/Guardian**

**PRINT NAME:** \_\_\_\_\_

**CHECKLIST - Have you enclosed:-**

ORIGINAL Birth Cert of student (for photocopying by our office)  
 Ticked the boxes and signed all relevant sections.  
 Enclosed 1 original current Utility Bill of home address i.e. Electricity, Gas, Landline Phone bill, ONLY (to be presented for photocopying by our office staff).

**Failure to complete form fully and supply all necessary documentation will deem application invalid.**

**If/when a letter of offer is issued, we will require further information with regard to your son/daughter (i.e. part 2 of the Admissions Application must be completed fully and returned to the school)**