

APPLICATION FORM FOR ADMISSION – 2023/2024

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 Bhríde Carnew.

Completed applications will be accepted from:	Thursday, 27th October 2022
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The closing date for receipt of applications is:	Thursday, 17th November 2022
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All Application Forms and accompanying documentation should be sent to:	For office use only
Admissions Office Coláiste Bhríde Carnew Co Wicklow Y14WA00	Date received: ____/____/____ School Stamp:

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

- 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).
- If applying for the Special Class, a Relevant Report completed within the previous 24 months

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

- | | | |
|--------------------------------------|--|-------------------------------------|
| <input type="checkbox"/> First Year | <input type="checkbox"/> Third Year | <input type="checkbox"/> Fifth Year |
| <input type="checkbox"/> Second Year | <input type="checkbox"/> Transition Year | <input type="checkbox"/> Sixth Year |

Please provide details of primary school(s)/most recent school(s) attended by the student.

School Name & Address	
School Name & Address	

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.

Name(s):									
Surname:									
Address:									
Eircode:									
PPSN:									

SECTION 2 – DETAILS OF PARENT/GUARDIAN

*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.*

	Parent/Guardian/Next of Kin 1	Parent/Guardian/Next of Kin 2
Prefix:(e.g. Mr. / Mrs. / Ms. etc.)		
Name:		
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 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.cbcarnew.ie 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 ensure compliance by the student if s/he secures a place in the school.

SECTION 4 – SELECTION CRITERIA FOR ADMISSION

The criteria used for admission to enrol is as per Coláiste Bhríde's Admissions Policy, Section 5.1.2 available at www.cbcarnew.ie or from the school office.

If the student currently has or previously had 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
(v) Name:		Year

SECTION 5 – SPECIAL CLASS

The special class in Coláiste Bhríde teaches students who have a diagnosis of autism with complex needs. 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 and/or the mainstream year group:

Where the student is seeking a place in the special class, please provide details below of the special educational need(s) of the student. A Relevant Report confirming the special educational need and the recommendation for the special class, completed within the last 24 months, must also be provided to the school with this Application Form so as to be considered for admission to the special class.

Please note: as per the school's Admission Policy, eligibility for the special class is subject to the Student having needs which fall within the category of special educational needs provided for by the special class, is subject to there being a place available in the autism support class.

Details of special educational need:

IMPORTANT INFORMATION:

- 1 You are required to submit:
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.
- 2 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.
- 3 Please understand that it is your responsibility to inform the school of any change in contact information or circumstances relating to this application.
- 4 For information regarding how your data is processed by the school and KWETB, please see overleaf.
- 5 Please sign below to demonstrate that you have read and understood this information

***NOTE:** Should the student receive a place in Coláiste Bhríde, 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/Next of Kin 1 Signature)

(Date)

(Parent /Guardian/Next of Kin 2 Signature)

(Date)

(Student [where over 18])

(Date)

Please note that this form must be completed and returned with a stamped self-addressed envelope, by **THURSDAY, 17TH NOVEMBER 2022**

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

DATA PROTECTION

The Board of Management of Coláiste Bhríde is a committee of KWETB, Devoy Park, Naas, Co. Kildare which is a data controller under the General Data Protection Regulations and the Data Protection Acts 1988 - 2018. The Data Protection Officer for KWETB can be contacted at dataprotection@kwetb.ie,

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

- Verification of identity
- Allocation of teachers and resources to the school
- School administration
- Student enrolment & registration
- Determining a student's eligibility for additional learning supports
- Child welfare (including medical welfare)
- Fulfilling our other legal obligations including the election of parent/guardian representatives to the ETB under the Education and Training Boards Act, 2013

all of which are tasks carried out pursuant to various statutory duties to which KWETB is subject. The processing of the personal data supplied on this Application Form is therefore carried out in line with Article 6(c) of the General Data Protection Regulation.

Failure to provide the requested information may result in the withdrawal of an offer of a place in the school.

While the information provided will generally be treated as private to KWETB and will be collected and used in compliance with the Data Protection Acts 1988 – 2018, from time to time it may be necessary for us to transfer the personal data to other bodies (including the Department of Education & Skills, Digital MIS Provider, the Department of Social Protection, An Garda Síochána, the Health Service Executive, Tusla (CFA) social workers or medical practitioners, the National Educational Welfare Board, the National Council for Special Education, any Special Education Needs Organiser, the National Educational Psychological Service, or (where the student is transferring) to another school/centre). We also may communicate some of the data 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. We rely on parents/guardians and students to provide us with accurate and complete information and to update us in relation to any change in the information provided.

The personal data provided in this Admissions 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 KWETB's Data Retention Policy, which can be found at www.kwetb.ie.

A copy of the full KWETB Data Protection Policy is available at [<http://cbcarnew.ie/about-us/policies/>] or from the school office.

Any person who provides personal data through this Admissions 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 KWETB 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.