



**COLÁISTE NA RÍOCHTA**  
 Upper Church Street  
 Listowel  
 Co Kerry  
 (068) 21023  
 Info@colaistenariochta.ie



**APPLICATION FORM FOR ADMISSION - 2019/2020**

<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:	07/01/19
The closing deadline for receipt of application is:	12/04/19

<b>Please complete all sections of the following application using BLOCK CAPITALS</b>								
<b>SECTION 1 - APPLICANT DETAILS</b>								
<i>Details of the young person for whom this application is being made.</i>								
<b>First Name:</b>								
<b>Middle Name:</b>								
<b>Surname:</b>								
<b>Address:</b>								
<b>Eircode:</b>								
<b>PPSN:</b>								
<b>Date of Birth:</b>	<b>Day</b>		<b>Month</b>		<b>Year</b>			
<b>Proposed Year-Group</b>	<i>(E.g. First Year, Second Year etc.)</i>							

**SECTION 2 – DETAILS OF PARENT/GUARDIAN**

*This section is **NOT** required to be completed where the Applicant is over 18, unless s/he wishes the school to communicate with his/her parent/guardian. 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 1	Parent / Guardian 2																																								
<b>Prefix: (e.g. Mr. / Ms. / Ms. etc.)</b>																																										
<b>First Name:</b>																																										
<b>Surname:</b>																																										
<b>Address:</b>																																										
<b>Eircode:</b>																																										
<b>Telephone no.</b>	<table border="1"> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </table>																					<table border="1"> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </table>																				
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<b>Relationship to Applicant</b>																																										

**SECTION 3- ADMISSIONS CRITERIA**

*This information will assist in determining whether the Applicant meets the admission requirements.*

**A. Please confirm the Applicant's address for the purpose of determining whether s/he resides in the catchment area.**

<b>Address:</b>	

**B.If the Applicant currently has any siblings (current or previous) in this school, please indicate their names and current year of study.**

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

**C.If the Applicant has previously had any Staff members working currently or previously in this school, please indicate their names.**

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

**D.If the Applicant has a parent or grandparent who previously attended this school, please indicate their names and years of attendance.**

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

E. Please provide details of the Primary School attended by the Applicant.	
School name:	
School address:	

**B. Where the Applicant is seeking a place in the ASD class, please provide the details of the special educational needs of the Applicant. Ensure detailed reports are submitted to the school to access resources from the Department of Education & Skills.**

**C. Please confirm that the Code of Behaviour is acceptable to you and you shall make all reasonable efforts to ensure compliance by the Applicant if s/he secures a place in the school. Please note that the Code of Behaviour can be found at [www.colaistenariochta.ie](http://www.colaistenariochta.ie) or from the school office.**

I \_\_\_\_\_ confirm that the Code of Behaviour for the school is acceptable to me and I shall make all reasonable efforts to ensure compliance by the Applicant if s/he secures a place in the school.

OR, in the case where the Applicant is over 18 years of age:

I \_\_\_\_\_ confirm that the Code of Behaviour for the school is acceptable to me and I shall ensure my compliance with the Code if I secure a place in the school.

**IMPORTANT INFORMATION:**

- You are required to submit:
  - (i) An original long birth-certificate (together with a copy), and
  - (ii) 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 your responsibility to inform the school of any change in contact information or circumstances relating to this application.
- Please sign below to demonstrate that you have read and understood this information.
- All applications and accompanying documentation should be sent to:

Coláiste Na Ríochta, Upper Church Street Listowel Co Kerry  
Phone 068-21023  
Email info@colaistenariochta.ie

\_\_\_\_\_  
(Parent / Guardian 1)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Parent / Guardian 2)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Applicant [where over 18])

\_\_\_\_\_  
(Date)

FOR COMPLETION BY SCHOOL ADMINISTRATION ONLY	
Date	School Stamp

## DATA PROTECTION

The Board of Management of Coláiste Na Ríochta, a committee of Kerry ETB, is a data controller under the General Data Protection Regulations and the Data Protection Acts 1988 - 2018. The Data Protection Officer for Kerry ETB is Grainne Mulvihill and can be contacted at 066 -7121488. The personal data supplied on this Application Form is required for the purpose of:

- 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 Kerry ETB, 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 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 XXETB 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 Applicant 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 Kerry ETBs Data Retention Policy, which can be found at [www.kerryetb.ie](http://www.kerryetb.ie)

A copy of the full Kerry ETB, Data Protection Policy is available at [www.kerryetb.ie](http://www.kerryetb.ie) 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 Kerry 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.