



## COLAISTE CHOILM

### 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.*

Completed applications will be accepted from:

3rd October 2022

The closing date for receipt of applications is:

24<sup>th</sup> October 2022

**All Application Forms and accompanying documentation should be sent to:**

**For office use only**

**Admissions 2023/2024,**

Colaiste Choilm, Dublin Road, Swords, County Dublin.

**OR by email to:**

admissions@colaistechoilmswords.ie

All applications will be acknowledged by email.

**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.*

**Surname:**

**First Name:**

**Middle Name:**

<b>Prospective Student's Address:</b>											
<b>Eircode:</b>											
<b>PPSN:</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> </tr> </table>										

<b>SECTION 2 – DETAILS OF PARENT/GUARDIAN</b>		
<p><i>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.</i></p>		
	<b>Parent / Guardian 1</b>	<b>Parent / Guardian 2</b>
<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>		
<b>Email address:</b>		
<b>Relationship to prospective student:</b>		

### 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 prospective student if he secures a place in the school. Please note that the Code of Behaviour can be found at [www.colaiستهoilmswords.ie](http://www.colaiستهoilmswords.ie) or obtained from the school office.

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

### SECTION 4 – PROSPECTIVE STUDENT'S GENDER

*Colaiste Choilm is a single-gender school and as such only provides education to students whose gender is, or who identifies as, male.*

Please confirm the prospective student's gender or gender identity for the purpose of determining eligibility in line with the school's Admission Policy.

Male

Female

### SECTION 5 – SPECIAL CLASS

*The special class in Colaiste Choilm teaches students who have one or more of the following special educational needs: [Autism Spectrum Disorder, Asperger Syndrome, students with a comorbid diagnosis of ASD and a General Learning Disability level of Mild General Learning Disability (MGLD).*

***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:

**\*\*Where the prospective student is seeking a place in the special class, please provide details of the special educational needs of the prospective student, including an Educational/Clinical Psychologist's report, with your completed Admissions Application Form\*\***

**SECTION 6 – SELECTION CRITERIA FOR ADMISSION IN THE EVENT OF OVERSUBSCRIPTION**

*This information will assist in determining whether the prospective student meets the admission requirements in accordance with the order of priority as set out in section 6 of the Admission Policy for Colaiste Choilm.*

**(1a) If the prospective student currently has any siblings in this school, please indicate their name(s) and current year(s) of study.**

<b>(i) Name:</b>	
<b>Year:</b>	
<b>(ii) Name:</b>	
<b>Year:</b>	
<b>(iii) Name:</b>	
<b>Year:</b>	
<b>(iv) Name:</b>	
<b>Year:</b>	

**(1b) If the prospective student has previously had any sibling(s) in this school, please indicate their name(s) and years of attendance.**

<b>(i) Name:</b>	
<b>Years:</b>	
<b>(ii) Name:</b>	
<b>Years:</b>	

<b>(2) Please provide details of the primary school attended by the prospective student.</b>	
<b>School name:</b>	
<b>School address:</b>	

<b>(3) If the prospective student's parent(s) or grandparent(s) previously attended this school, please indicate their name(s) and years of attendance.</b>	
<b>(iii) Name:</b>	
<b>Year(s):</b>	
<b>(iv) Name:</b>	
<b>Year(s):</b>	

Applicants should read the school's Admission Policy, and the Admissions Notice which is available on [www.colaistechoilmswords.ie](http://www.colaistechoilmswords.ie) prior to completing the application form.

The information requested on the application form is required in order to process your application for admission to the school. The information provided by you will be treated confidentially and processed in line with the school's Admission Policy.

Any personal data provided on this form will be used to (i) identify applicants (ii) process an application in line with the school's admissions policy (iii) communicate with parents/guardians in respect of an application (iv) notify parents/guardians of the outcome of an application.

The information will be retained for an appropriate period thereafter to address any potential queries arising from the application process or added to the student's school file in the case of successful applicants.

In accordance with section 66(6) of the Education Act 1998, as amended, personal data relating to applications for admission may be shared with the board of management of another school or the patron in order to facilitate the efficient admission of students. This information may include the date on which an application was received by the school, the date on which an offer was made and the date on which an offer was accepted. Personal information concerning applicants may also be shared, including their name, address, date of birth and PPS number.

Further information on the handling of your personal data, including how to exercise your rights under GDPR, is set out below, and in the school's Data Protection Policy, which is available on request by contacting the school.

**IMPORTANT INFORMATION:**

- 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, 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 entered on School Database:          

## DATA PROTECTION

The board of management of Colaiste Choilm is a data controller under the General Data Protection Regulations and the Data Protection Acts 1988 - 2018.

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;
- School administration,

all of which are tasks carried out pursuant to various statutory duties to which the board of management is subject.

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 the school 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. I

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 the board of management 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.