

## St. Kilian's Community School



### APPLICATION FORM (Part 2) for Admission to 1<sup>st</sup> Year 2023/2024

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

**PLEASE FILL OUT DETAILS IN BLOCK CAPITALS**

Thank you for completing Part 1 of the enrolment process for your son/daughter. You have been offered a place at this school for the 2023-2024 school year. In order to accept and secure the place offered, and to complete the next of the application process, please complete all sections of this form and return it to the school.

This Application Form (Part 2) is to be completed by the lawful father/mother/Legal Guardian of the 6th class student. Please note that all Parents/Legal Guardians must sign the form unless in the case of sole guardianship. ***This form must be fully completed (and all relevant supporting documentation attached) in order for the enrolment process to be complete.***

**Closing date for receipt of completed Application Form (Part 2) is Friday, December 9<sup>th</sup> 2022**

#### Data Protection

The personal data required from you on this Admissions Form (Part 2) is required for the purposes of: - 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.

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

- Right to complain to supervisory authority.
- Right of access.
- Right to rectification.
- Right to be forgotten.
- Right to restrict processing.
- Right to data portability.
- Right to object and automated decision making/profiling.

For further information, or should you wish to discuss anything in regard to Data Protection, please contact the Principal via the school office email: [admin@stkilianscs.com](mailto:admin@stkilianscs.com)

***Please read the Department of Education and Skills (DES) Personal Data Fair Processing Notice here in relation to personal data we are legally obliged to share with DES:***

<https://www.gov.ie/en/circular/f5adff-fair-processing-notice-to-explain-how-the-personal-data-of-students-/>

#### **1. PERSONAL DETAILS** (required for Part 2 of Application process)

Student Surname:			
Student First Name:			
Home Address:			
Date of Birth:	___ / ___ / ____	PPS Number:	

Parent/Guardian 1:		Phone:
Parent/Guardian 2:		Phone:
Emergency Contact:	Name:	
	Contact Number:	
	Relationship to Student:	
Access to / Custody of Student: <i>Please list any other person who, through a court order or other legal arrangement, has access to or custody of the student.</i>	Name:	
	Address:	
	Contact Number:	
	Relationship to Student:	

## 2. MEDICAL DETAILS

This information is required to ensure that the school has a record of relevant information relating to your child's health. Your doctor's contact details are necessary in the event of a medical issue arising during school activities.

Please note that it may be necessary to share this information with school staff in certain circumstances e.g. if your child has a medical condition requiring the administration of medication during school time.

Please provide (on a separate sheet) accurate and up-to-date information/instructions with regard to administration of medicines if required.

- Does the student require Glasses? Yes ☐ No ☐
- Does the student have any Hearing Difficulties? Yes ☐ No ☐
- If the student has any Allergies, please give details: \_\_\_\_\_
- Does the student suffer from any Serious Illness/Condition? Yes ☐ No ☐  
If Yes, please give details: \_\_\_\_\_
- If the student takes medication relating to (3) or (4) above, please give details: \_\_\_\_\_
- Please provide any other medical-related details on a separate sheet.
- GP Name: \_\_\_\_\_  
GP Phone Number: \_\_\_\_\_

## 3. EDUCATIONAL DETAILS

This information is required to ensure that the school can plan and provide for supports appropriate to each individual student.

Please note that it may be necessary to share this information with school staff in certain circumstances.

- Does your child have an exemption from Irish in Primary School? Yes ☐ No ☐  
(If Yes, please attach DES Certificate).
- Has the student had a psychological assessment? Yes ☐ No ☐  
Is there a copy of the psychological assessment enclosed? Yes ☐ No ☐
- Has the student been supported by a Special Needs Assistant (SNA)? Yes ☐ No ☐
- Has the student been a member of a Special Class at primary school? Yes ☐ No ☐
- Has the student been in receipt of learning support at Primary School? Yes ☐ No ☐  
If Yes, please provide details below:  
\_\_\_\_\_
- What are the student's strengths/interests/likes at primary school?  
\_\_\_\_\_
- Please give examples of the student's hobbies, clubs or special interests:  
\_\_\_\_\_

#### 4. STANDARDISED TESTING & REPORTS ON EDUCATIONAL PROGRESS

At various stages of a student's education, Standardised Testing may be carried out for the purposes of tracking Literacy/Numeracy progress, providing data for the SEC in relation to Reasonable Accommodations, assisting in referrals to NEPS and informing the support work carried out by the SEN and Career Guidance team.

##### Consent for Standardised Testing:

*I/we give permission to the School to conduct standardised testing for the purposes outlined above.*

Signed: \_\_\_\_\_ Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
*Parent/Guardian Parent/Guardian*

##### REPORTS ON EDUCATIONAL PROGRESS

Reports on educational progress/attainment will be sent to those parents/guardians listed in the 'Correspondence' section of Part 1 of the Application Form, unless express other instructions are given to the school.

#### 6. COMPLIANCE WITH SCHOOL POLICY

I/we understand, accept and agree to the aims and rules of the School as stated in the school's Admission Policy ([https://stkilianscs.com/cmsAdmin/uploads/admission-policy-\(stkcs-91376l\)-september-2022.pdf](https://stkilianscs.com/cmsAdmin/uploads/admission-policy-(stkcs-91376l)-september-2022.pdf)) and stated in the Code of Behaviour ([https://stkilianscs.com/cmsAdmin/uploads/code-of-behaviour-\(stkcs\)-october-2022.pdf](https://stkilianscs.com/cmsAdmin/uploads/code-of-behaviour-(stkcs)-october-2022.pdf)).

- I/we have signed and enclosed the Code of Behaviour Summary, indicating acceptance of this Code.
- I/we agree to monitor my child's progress through the school journal.

Signed: \_\_\_\_\_  
*Parent/Guardian*

Signed: \_\_\_\_\_  
*Parent/Guardian*

#### CHECKLIST

**Signatures of both Legal Guardians/Parents are required (unless in case of sole guardianship where proof may be required).**

- I have two passport size photos, either now or with Part 1 of the form. ☐
- I/we enclose the Code of Behaviour – read and signed by Parents/Guardians and Student ☐
- I/we have fully completed all sections of and signed this Part 2 form. ☐
- I/we enclose a DES Certificate of Irish Exemption (if applicable). ☐
- I/we enclose a copy of Educational/Psychological Report(s) (if applicable). ☐
- I/we enclose Medical/Health information and details of medication/treatment (if relevant). ☐

Signed: \_\_\_\_\_  
*Parent/Guardian 1*

Signed: \_\_\_\_\_  
*Parent/Guardian 2*