

Castletroy College,
Newtown,
Castletroy,
Co. Limerick.



Coláiste Chaladh an Treoigh,
Baile Nua,
Caladh an Treoigh,
Co. Luimní

Application Form

This application form should be used when applying for a place in any year group. The only exception to this is when the Limerick Area Common Application System (CAS) is in operation to process applications for students currently in sixth class and applying for a first year place for the next academic year.

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 having been accepted as a student of Castletroy College.

All application forms and accompanying documentation should be sent to:
Castletroy College, Newtown, Castletroy, Limerick, V94 6D85

Please tick the boxes below to ensure you include the following documents to complete this application:

- An original long birth-certificate (together with a copy).
- Two original documents dated within the last three months confirming proof of address one of which is from Group 1 and the other is from Group 2 (Group 1: Letter from the Department of Social Protection or An original Statement from Bank/Building Society/Credit Union or Other official correspondence from an Irish state agency. Group 2: A utility bill such as Electricity/Phone/Gas/Broadband Provider or Correspondence from an insurance company regarding an insurance policy).

Are you applying for a place in:

The Current Academic Year <input type="checkbox"/>	The Next Academic Year <input type="checkbox"/> <small>(note that all applications except for 1st year for the next academic year will only be accepted from May 1st)</small>
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Please tick the Year and Group the student is applying to enter:

- | | | |
|--------------------------------------|--|-------------------------------------|
| 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 <input type="checkbox"/> |

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.

First Name:								
Surname:								
Student Address:								
Eircode:								
Previous School Name:								
Date of Birth:	D	D	M	M	Y	Y	Y	Y
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 1	Parent / Guardian 2
Prefix: (e.g. Mr. / Ms. / Ms. etc.)		
First Name:		
Surname:		
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 make all reasonable efforts to ensure compliance of same by the student if s/he secures a place in the school. Please note that the Code of Behaviour is available at www.castletroycollege.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 make all reasonable efforts to ensure compliance by the student if s/he secures a place in the school.

SECTION 4 – RULES ON MINIMUM AGE FOR ENTRY INTO SECONDARY SCHOOL

Under section X of the Department of Education and Skills' Rules and Programme for Secondary Schools 2004/05, "A recognised pupil means a pupil who is not less than 12 years of age on the 1st day of January of the school year." Also, section V requires a Principal to obtain a "certified extract from" the "public register of births." Therefore, the school requires sight of the child's long-form birth certificate in order to assess whether s/he meets the requirement.

SECTION 5 – Special Classes

*There are 2 special classes for students with Autism/Autistic Spectrum Disorders. Please **ONLY** complete this section if you are applying for the special class.*

Please confirm if this application is being made for the Autism / Autism Spectrum Disorder Class only:

Where the student is seeking a place in the special class, please provide details of the special educational needs of the student, including an Educational/Clinical Psychologist's report.

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

This information will assist in determining whether the student meets the admission requirements in accordance with the order of priority as set out in the applicable section of the Admission Policy for Castletroy College.

A. Please confirm the student's address for the purpose of determining whether s/he resides in the catchment area. Please note that recent proof of address as outlined above will be required in support of this.

Address:

B. If the student currently has any siblings in this school, please indicate their names and current year of study.

(i) Name:

Year:

(ii) Name:

Year:

(iii) Name:

Year:

C. If the student has previously had any siblings in this school, please indicate their names and years of attendance.

(i) Name:

Year(s):

(ii) Name:

Year(s):

IMPORTANT INFORMATION:

- You are required to submit:
 - (i) An original long birth-certificate (together with a copy)
 - (ii) Recent proof of address - only registered utility bills, bank statements, insurance policy, official state agency correspondence 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 is 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 and LCETB, please see overleaf.
- Please sign below to demonstrate that you have read and understood this information.

***NOTE:** Should the student receive a place in Castletroy College, 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 1)

(Date)

(Parent / Guardian 2)

(Date)

(Student [where over 18])

(Date)

OFFICE USE ONLY	SCHOOL STAMP
Date Application Received:	
Checked by:	

DATA PROTECTION

The Board of Management of Castletroy College is a committee of the Limerick and Clare Education and Training Board (LCETB), which is a data controller under the General Data Protection Regulations and the Data Protection Acts 1988 - 2018. The Data Protection Officer for LCETB is Aileen O' Sullivan and can be contacted at the Limerick & Clare Education and Training Board (LCETB), Marshal House, Dooradoyle, Co. Limerick (Telephone) 061 442100.

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;
- 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 LCETB is subject. In addition, under section V of the Department of Education and Skills' Rules and Programme for Secondary Schools 2004/05, a Principal is required to obtain a "*certified extract from*" the "*public register of births*" in relation to students. Therefore, the school requires sight of the child's long-form birth certificate. The processing of the personal data supplied on this Application Form is therefore carried out in line with Articles 6(c) and 6(e) 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 or as part of this Application Form may be communicated internally within LCETB and externally with the NCSE and/or NEPS for the purpose of determining the applicability of the selection criteria and possibly with the patron or board of management of other schools and/or the Department of Education 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. It may also be shared with Tusla Education Support Services for the purpose of assisting the student with education and training opportunities, in line with section 28 of the Education (Welfare) Act 2000.

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, in line with LCETB's Data Retention Policy, which can be found at www.lcetb.ie.

A copy of the full LCETB Data Protection Policy is available at www.lcetb.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 LCETB 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.