

Coláiste Pobail Bhaile Lotrail Luttrellstown Community College Coláiste na Tulchann



Príomhoide: Siobhán Moran

Bóthar Bhaile an Phoirtéaraigh, Cluain Saileach, Baile Átha Cliath 15, D15 DY29.
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Bord Oideachais agus Oiliúna Dublin and Dún Laoghaire
Átha Cliath agus Dhún Laoghaire Education and Training Board

Uimhir Charthanais Chláraithe Registered Charity Number: 20083526

APPLICATION FORM FOR ADMISSION To the Special Class (Other than First Year) 2026/2027

FOIRM IARRATAIS LE hAGHAIDH IONTRÁLA Sa Rang Speisialta (Seachas An Chéad Bhliain) - 2026/2027

This is an application form for students seeking admission to a special class 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 Luttrellstown Community College.

Is foirm iarratais í seo le haghaidh iontrála sa Rang Speisialta agus ní hionann sin agus tairiscint áite, tabhairt le tuiscint go mbeidh áit á tairiscint ná aon rud eile. Ní hionann go bhfuiltear ag úsáid an fhocail 'Dalta' san Fhoirm Iarratais agus go bhfuil glactha leis an té go bhfuiltear ag déanamh iarratas thar a c(h)eann mar dhalta i gColáiste Ppobail Bhaile Lotrail.

Completed applications will be accepted from: Glacfar le hiarratais chomhlánaithe ó:	Monday April 13th 2026 Dé Luain Aibreán 13ú 2026
The closing date for receipt of applications is: Is é an dáta deiridh a nglacfar le hiarratais ná:	Monday April 27th 2026 Dé Luain, 27ú Aibreán 2026

All Application Forms and accompanying documentation should be delivered in person to main office. Applications by email or post are not accepted.

Ba chóir Foirmeacha Iarratais ar fad agus cáipéisíocht atá ag gabháil leo a fhágáil isteach go pearsanta chuig an bpríomhoifig. Ní ghlacfar le hiarratais trí phost ná rphost.

Return by hand to/ de Láimh chuig:

Admissions Administrator / Rúnaí Iontrálacha

Luttrellstown Community College, Porterstown Road, Clonsilla, Dublin 15, D15 DY29.

FOR OFFICE USE ONLY D'ÚSÁID OIFIGE AMHÁIN

Date Received:
Dáta Faighte:

School Stamp:
Stampa na Scoile:

Please ensure you return the following documents to complete the application:

Cinntigh go gcuireann tú na cáipéisí seo a leanas ar ais chuig an scoil chun an t-iarratas a thabhairt chun críche:

- Recent proof of address (only registered utility bills for the address dated within the last three months and in the name of the parent(s)/guardian(s) will be accepted).
- A Relevant Report completed within the previous 24 months, containing the mandatory elements set out in the Admission Policy.
- Documentation from the NCSE (National Council for Special Education) confirming that the child is known to the NCSE and has the required diagnosis and recommendation for a special class.

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

Cur tic leis an mbliainhrúpa ar a bhfuil an dalta ag déanamh iarratais:

- | | | |
|--|--|---|
| <input type="checkbox"/> Second Year /An Dara Bliain | <input type="checkbox"/> Fifth Year /An Cúigiú Bliain | <input type="checkbox"/> Sixth Year /An Séú Bliain |
| <input type="checkbox"/> Third Year /An Tríú Bliain | <input type="checkbox"/> L.C.A.* (Fifth Year) | <input type="checkbox"/> L.C.A.* (Sixth Year) |
| <input type="checkbox"/> Transition Year /Idirbhliain | | |

*LCA = Leaving Certificate Applied
*ATF = Ardeistiméireacht Fheidhmeach

If you selected L.C.A (Fifth Year) or L.C.A (Sixth Year) above, please also confirm if this application is being made for:

Má roghnaigh tú an ATF (an Cúigiú Bliain) nó an ATF (an Séú Bliain) thuas, deimhnigh freisin, le do thoil, an bhfuil an t-iarratas seo á dhéanamh le haghaidh:

LCA only / ATF amháin: *OR/NÓ* **LCA or the mainstream Year Group / ATF** nó an Bhliainhrúpa príomhshrutha

Please complete all sections of this form using BLOCK CAPITALS
Úsáid BLOCLITREACHA agus na codanna ar fad sa bhfoirm seo á gcomhlánú

SECTION 1 – PROSPECTIVE STUDENT DETAILS
CUID 1 - SONRAÍ DALTA IONCHASAIGH

Details of the young person for whom this application is being made:
Sonraí an duine óig ar a bhfuiltear ag déanamh an iarratais seo thar a c(h)eann:

First Name: Céadainm:	
Middle Name: Dara hainm:	
Surname: Sloinne:	
Address: Seoladh an Dalta:	

Eircode: Éirchód:								
PPSN / UPSP								

SECTION 2 – DETAILS OF PARENT/GUARDIAN/NEXT OF KIN CUID 2 - SONRAÍ TUISMITHEORA/CAOMHNÓRA/NEASGHAOIL

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 Tuismitheoir / Caomhnóir/ Neasghaol 1	Parent/ Guardian /Next of Kin 2 Tuismitheoir / Caomhnóir/ Neasghaol 2
Prefix: (e.g. Mr. / Ms. / Ms. etc.) Réimír: (e.g. Uasal / Bean Uí etc.)		
First Name: Céadainm:		
Surname: Sloinne:		
Address: Seoladh:		
Eircode: Éirchód:		
Telephone Number: Uimhir Ghutháin:		
Email address: Seoladh R-Phoist:		
Relationship to student: Gaol leis an dalta:		

SECTION 2A – OTHER EMERGENCY CONTACT CUID 2A – TEAGMHÁIL ÉIGEANDÁLA EILE

Name: Ainm:	
Relationship to student: Gaul les an dalta:	
Contact Number: Uimhir theagmála:	

SECTION 3 – APPLICATIONS TO OTHER SCHOOLS CUID 3 – IARRATAIS AR SCOILEANNA EILE

Failure to complete this section may result in the offer of a place in Luttrellstown CC being withdrawn, in accordance with the Education (Admission to Schools) Act 2018.

Má chliseann ort an chuid seo a chomhlánú d'fhéadfaí an tairiscint ar áit i gColáiste Pobail Bhaile Lotrail a tharraingt siar, de réir an Achta Oideachais (Ligean isteach i Scoileanna) 2018.

Is the student awaiting an offer of admission from another school(s)? Yes / Tá No / Níl
An bhfuil an dalta ag fanacht ar thairiscint ar iontráil ó scoil(eanna) eile?

If **YES**, you are required to provide details / Má **TÁ**, ní mór duit sonraí a thabhairt:

Has the student accepted an offer of admission for another school(s)? Yes / Tá No / Níl
An bhfuil an daltaí ag glacadh le tairiscint ar iontráil ó scoil(eanna) eile?

If **YES**, you are required to provide details / Má **TÁ**, ní mór duit sonraí a thabhairt:

SECTION 4 – SPECIAL CLASS: Laochra CUID 4 - RANG SPEISIALTA: Laochra

The special class in Luttrellstown Community College teaches students who have complex/severe educational needs arising from : Autism Spectrum Disorder

Déantar daltaí i rang speisialta i gColáiste Pobail Bhaile Lotrail a mhúineadh a bhfuil riachtanais oideachais choimpléascacha/throma acu a eascraíonn as: Neamhoird de chuid Speictream an Uathachais

Where the student is seeking a place in the special class, please provide details below of the complex/severe educational need(s) of the student. A Relevant Report, containing the mandatory elements set out in the Admission Policy, 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: in addition to the above, as per the school's Admission Policy, eligibility for the special class for transfer students is also subject to there being a place available in the relevant mainstream year group.

Sa chás go bhfuil an dalta ag lorg áit sa rang speisialta, tabhair sonraí de riachtanais oideachais speisialta an dalta. Caithfear Tuarascáil Ábhartha ina bhfuil na heilimintí éigeantacha atá leagtha amach sa Pholasáí Iontrála a críochnaíodh le 24 mí anuas, a sholáthar don scoil freisin leis an bhFoirm Iarratais seo chun go ndéanfar breithniú orthu chun cead isteach a fháil go dtí an rang speisialta.

Tabhair faoi deara le do thoil: chomh maith leis an méid thuas, de réir Pholasáí Iontrála na scoile, tá incháilitheacht don rang speisialta do dhaltai aistrithe faoi réir áit a bheith ar fáil sa bhliainghrúpa príomhshrutha cuí.

Please set out the details of complex/severe special educational need/s of the Student:

Le do thoil, leag amach sonraí faoi r riachtanais speisialta oideachais choimpléascacha/ throma an Dalta:

**SECTION 4 – SELECTION CRITERIA FOR ADMISSION
IN THE EVENT OF OVERSUBSCRIPTION
CUID 4 – CRITÉIR ROGHNÚCHÁIN D'IARRATAS
SA CHÁS GO BHFUIL RÓ-IARRATAS I gCEIST**

This information will assist in determining whether the student meets the admission requirements for the special class in accordance with the order of priority as set out in the applicable section of Part B of the Admission Policy for Luttrellstown Community College.

Cuideoidh an fhaisnéis seo le cinneadh a dhéanamh maidir le cé acu an sásaíonn an dalta na riachtanais iontrála don rang speisialta de réir an oird tosaíochta faoi mar atá leagtha amach sa mhír chuí de Chuid B de Pholasáí Iontrála i gColáiste Pobail Bhaile Lotrail .

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

Má tá siblíní leis an dalta sa scoil faoi láthair, tabhair a n-ainmneacha agus an bhliain ina bhfuil siad faoi láthair.

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

B. Please provide the name of the parent/guardian of the student where they are a member of staff of the school.

Le do thoil, tabhair ainm thuismitheoir/chaomhnóir an Dalta, más ball d'fhoireann na scoile é/í.

Full Name: Ainm Iomlán:	
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C. 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 will be required in support of this. (Only registered utility bills for the address, dated within the last three months and in the name of the parent(s)/guardian(s) will be accepted.)

Deimhnigh seoladh an dalta le do thoil chun críche an gcónaíonn sé/sí i gceantar na scoile nó nach gcónaíonn a chinntiú. Tabhair ar aird go bhfuil cruthúnas ar sheoladh baile le déanaí de dhíth chun tacú leis seo. (Ní ghlacfar ach le billí fóntais cláraithe don seoladh ar a bhfuil dáta laistigh den trí mhí seo caite agus ainm an tuismitheora (na dtuismitheoirí/caomhnóir(i) orthu.)

Address: Seoladh:	

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

Má bhí siblínní leis an dalta sa scoil roimhe seo, tabhair a n-ainmneacha agus na blianta a d'fhreastail siad ar an scoil

(i) Name: Ainm:		Year(s): Bliain(Blianta):	
(ii) Name: Ainm:		Year(s): Bliain(Blianta):	
(iii) Name: Ainm:		Year(s): Bliain(Blianta):	
(iv) Name: Ainm:		Year(s): Bliain(Blianta):	

IMPORTANT INFORMATION EOLAS TÁBHACHTACH

- For the purposes of identification, you are required to submit an original long birth certificate (together with a copy) and two identical passport-sized photographs of the student when returning this Acceptance Form.
 - Please understand that it your responsibility to inform the school of any change in contact information or circumstances relating to the student's application to the school.
 - Where the student is exempt from studying Irish, you may transmit any relevant documentation in your possession.
 - Where the student has a special educational need, you may transmit any relevant documentation which you believe the school may need to best provide education to the student.
 - If an offer of a place in the Special Class is being accepted, same is subject to the approval of the National Council for Special Education (NCSE), as per section 7.1 of the school's Admission Policy.
 - For information regarding how your data is processed by the school and DDLETB, *please see overleaf.*
 - Please sign below to demonstrate that you have read and understood this information.
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- Chun críocha aitheantais, ní mór duit teastas breithe fada bunaidh (chomh maith le cóip de) agus dhá ghrianghraf den mhéid chéanna le grianghraf pas den dalta a sheoladh ar aghaidh agus an Foirm Ghlactha á seoladh ar ais agat.
 - Tuig le do thoil gur ortsa atá an fhreagracht an scoil a chur ar an eolas maidir le haon athrú a thagann ar fhaisnéis teagmhála nó ar chúinsí a bhainfeadh le hiarratas an dalta chuig an scoil.
 - Sa chás go bhfuil díolúine ón nGaeilge ag an dalta, is féidir leat aon cháipéisíocht chuí atá agat a chur ar fáil.
 - Sa chás go bhfuil riachtanas oideachais speisialta ag an dalta, is féidir leat aon cháipéisíocht chuí atá agat agus a mheasann tú a theastóidh ón scoil chun an t-oideachas is fearr agus is féidir a chur ar fáil don dalta a chur ar fáil.
 - Má ghlactar le tairiscint áite sa Rang speisialta, beidh sé sin faoi réir fhaomhadh na comhairle Náisiúnta um Oideachas Speisialta (NCSE) de réir ailt 7.1 de Pholasáí Iontralana na Scoile.
 - Chun eolas a fháil maidir le mar a dhéanann an scoil agus BOOACDL do chuid sonraí a phróiseáil, *féach an chéad leathanach eile.*
 - Síniú thíos chun a léiriú go bhfuil an t-eolas seo léite agat agus go dtuigeann tú é.

(Parent / Guardian 1) - (Tuismitheoir / Caomhnóir 1)

(Date) - (Dáta)

(Parent / Guardian 2) - (Tuismitheoir / Caomhnóir 2)

(Date) - (Dáta)

(Student [where over 18]) - (Dalta[sa chás go bhfuil os cionn 18])

((Date) - (Dáta)

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Date Acceptance Form Received: Dáta a bhFuarthas an Fhoirm Ghlactha:		Checked by: Seiceáilte ag:	
Date entered on School Database: Dáta a cuireadh i mBunachar Sonraí na Scoile é:		Entered by: Curtha isteach ag:	

DATA PROTECTION COSAINT SONRAÍ

The Board of Management of Luttrellstown Community College is a committee of DDLETB, 1 Tuansgate, Belgard Square East, Tallaght, Dublin 24 which is a data controller under the General Data Protection Regulations and the Data Protection Acts 1988 - 2018. The Data Protection Officer for DDLETB can be contacted at dataprotection@ddletb.ie

The personal data supplied on this Acceptance 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) and**
- **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 DDLETB is subject. The processing of the personal data supplied on this Acceptance 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 DDLETB 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, 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 Acceptance 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 DDLETB's Data Retention Policy, which can be found at www.ddletb.ie.

A copy of the full DDLETB Data Protection Policy is available on www.luttrellstowncc.ie or from the school office. Any person who provides personal data through this Acceptance 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 DDLETB 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.

Is coiste de BOOACDL 1 Geata Thuain, Cearnóg Belgard Thoir, Tamhlacht, BÁC 24 Bord Bainistíochta Choláiste Pobail Bhaile Lotrail agus is rialtóir sonraí é faoi na Rialacháin Ghinearálta maidir le Cosaint Sonraí agus faoin Acht um Chosaint Sonraí 1988 - 2018. Is féidir teagmháil a dhéanamh leis an oifigeach cosanta sonraí ag dataprotection@ddletb.ie.

Tá na sonraí pearsanta a chuirtear ar fáil ar an bhFoirm Ghlactha seo agus sa cháipéisíocht atá ag gabháil léi de dhíth chun críocha:

- **Sainiúlacht a fhíorú;**
- **Múinteoirí agus acmhainní a leithdháileadh ar an scoil;**
- **Riaracháin na scoile;**
- **Rollú agus clárú daltaí;**
- **Teidlíocht dalta maidir le tacaíochtaí breise foghlamtha a chinntiú;**
- **Leasa Linbh (lena n-áirítear leas leighis) agus**
- **Ár gceanglais dlí eile a chomhlíonadh lena n-áirítear ionadaíthe tuismitheoirí/caomhnóirí a thoghadh chuig an BOO faoin Acht um Boird Oideachais agus Oiliúna 2013,**

ar tascanna iad ar fad de bhun dhuilgais reachtúla éagsúla a bhfuil BOOACDL faoina réir. Mar sin, tá próiseáil na sonraí pearsanta a chuirtear ar fáil ar an bhFoirm Ghlactha seo á déanamh mar atá leagtha amach in Alt 6(c) den Rialachán Ghinearálta maidir le Cosaint Sonraí.

Má chliseann ort faisnéis a iarrrtar ort a chur ar fáil d'fhéadfaí tairiscint ar áit sa scoil a tharraingt siar.

Cé go gcaithfear go príobháideach leis an eolas a chuirfear ar fáil do BOOACDL, agus go mbaileofar agus go n-úsáidfear é de réir na nAchtanna um Chosaint Sonraí 1988 – 2018, ó am go ham beidh orainn sonraí pearsanta a roinnt le comhlachtaí eile (lena n-áirítear an Roinn Oideachais agus Scileanna, an Roinn Gnóthaí Fostaíochta agus Coimirce Sóisialaí, An Garda Síochána, Feidhmeannacht na Seirbhíse Sláinte, oibríthe sóisialta nó cleachtóirí leighis Tusla (CFA), an Bord Náisiúnta Leasa Oideachais, an Chomhairle Náisiúnta um Oideachas Speisialta, aon Eagraí um Riachtanais Speisialta Oideachais, an tSeirbhís Náisiúnta Síceolaíochta Oideachais nó le scoil eile (sa chás go bhfuil dalta ag athrú chuig scoil/ionad eile). D'fhéadfaimis freisin cuid de na sonraí pearsanta a chur in iúl don phátrún nó do bhord bainistíochta scoileanna eile chun iontráil éifeachtúil daltaí a éascú, de bhun alt 66(6) den Acht Oideachais 1998 arna chur isteach le halt 9 den Acht Oideachais (Ligeann isteach i Scoileanna) 2018. Bímid ag brath ar thuismitheoirí/caomhnóirí agus ar dhaltá eolas cruinn agus iomlán a thabhairt dúinn agus a chur in iúl dúinn má thagann aon athrú ar an eolas a thugtar dúinn.

Coinneofar na sonraí pearsanta a chuirtear ar fáil san Fhoirm Ghlactha seo ar feadh 7 bliana ón dáta a mbeidh an dalta 18 bliana d'aois, mura bhfuil ceanglas reachtúil ann d'fhonn cuid nó gach gné de na sonraí a choinneáil ar feadh tréimhse níos faide nó ar feadh tréimhse gan teorainn, mar atá leagtha amach i mBeartas Coinneála Sonraí BOOACDL, is féidir sin a fháil ar www.ddletb.ie

Is féidir cóip iomlán de Bheartas Coinneála Sonraí BOOACDL a fháil ag www.luttrellstowncc.ie nó ó oifig na scoile. Tá sé de cheart ag duine ar bith a chuireann sonraí pearsanta ar fáil tríd an bhFoirm Ghlactha seo iarrratas a dhéanamh le rochtain a fháil ar na sonraí sin. Tá sé de cheart aige/aici freisin iarrratas a dhéanamh faisnéis ar bith atá micheart go fíorasach a athrú. Is féidir leis an ábhar sonraí iarrratas a dhéanamh chun na sonraí a scríosadh nó is féidir sin a dhéanamh thar ceann an ábhair sonraí ach ní ghéillfear chuige seo ach amháin sa chás nach bhfuil na sonraí de dhíth chun na críocha ar bailíodh iad agus sa chás nach bhfuil bunús dlí ag BOOACDL iad a choinneáil.

Má tá gearáin agat mar ábhar sonraí maidir le próiseáil do chuid sonraí pearsanta, tá sé de cheart agat gearán a chur ar aghaidh chuig an gCoimisiún um Chosaint Sonraí.