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.
Porterstown Road, Clonsilla, Dublin 15, D15 DY29.

fón *phone:* 01 8228060
rphost *email:* info@luttrellstowncc.ie

www.luttrellstowncc.ie

Uimhir Charthanais Chláraithe *Registered Charity Number:* 20083526

APPLICATION FORM FOR ADMISSION (MAINSTREAM) FOR TRANSFER STUDENT 2026/2027
FOIRM IARRATAIS IONTRÁLA (PRÍOMHSHRUTH) LE hAGHAIDH DALTA AG AISTRIÚ 2026/2027

This application form is for LCC and CNT / Is foirm iarratais í seo ar LCC agus CNT

This is an application form for students seeking admission to a year group other than First -Year 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 daltaí atá ag iarraidh dul isteach i mblianghrúpa seachas an Chéad Bhliain agus ní hionann sin agus 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 Pobail 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 de láimh 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).

Cruthúnas ar sheoladh baile le déanaí (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(í) orthu.

Please tick the Year Group the student is applying to enter:
Cur tic leis an mbliainghrúpa ar a bhfuil an dalta ag déanamh iarratais:

☐ **Second Year**/An Dara Bliain	☐ **Fifth Year**/An Cúigiú Bliain	☐ **Sixth Year**/An Séú Bliain
☐ **Third Year**/An Tríú Bliain	☐ **L.C.A.* (Fifth Year)**	☐ **L.C.A.* (Sixth Year)**
☐ **Transition Year**/Idirbhliain		

*LCA = Leaving Certificate Applied
*ATF = Ardteistiméireacht 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 Bhliainghrúpa 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
CUID 2 - SONRAÍ TUISMITHEORA/CAOMHNÓRA

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 Tuismitheoir / Caomhnóir	**Parent/ Guardian** Tuismitheoir / Caomhnóir
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 3 – STUDENT CODE OF BEHAVIOUR
CUID 3 – CÓD IOMPAIR NA nDALTAÍ

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 can be found at www.luttrellstowncc.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.

Deimhnigh, mar thuismitheoir/caomhnóir, go nglacann tú le Cód Iompair na nDaltaí agus go ndéanfaidh tú gach iarracht réasúnta lena chinntiú go gcloífidh an dalta leis an gcód má éiríonn leis/léi áit a fháil sa scoil. Tabhair ar aird gur féidir an Cód Iompair a fháil ar www.luttrellstowncc.ie nó ó oifig na scoile.

Deimhnímse ____ , mar thuismitheoir/caomhnóir an dalta, go nglacaim le Cód Iompair na nDaltaí agus go ndéanfaidh mé gach iarracht réasúnta lena chinntiú go gcloífidh an dalta leis an gcód má éiríonn leis/léi áit a fháil sa scoil.

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 mainstream year group 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.

Note: if the application is being made for Coláiste na Tulchann, the Aonad Lán-Ghaeilge class only, this section does not have to be completed. However, if the application is being made for Coláiste na Tulchann, the Aonad Lán-Ghaeilge and/or the English mainstream, this section and the Aonad Lán-Ghaeilge section must be completed.

Tabhair faoi deara: má tá an t-iarratas á dhéanamh ar Choláiste na Tulchann, an tAonad Lán-Ghaeilge amháin, ní gá an chuid seo a chomhlánú. Mar sin féin, má tá an t-iarratas á dhéanamh ar Choláiste na Tulchann, an tAonad Lán-Ghaeilge **agus/nó** ar an bpríomhshruth Béarla, ní mór an chuid seo **agus** an chuid don Aonad Lán-Ghaeilge a chomhlánú.

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) Name: **Ainm:**		**Year:** **Bliain:**	
(iii) Name: **Ainm:**		**Year:** **Bliain:**	
(iv) Name: **Ainm:**		**Year:** **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:**	

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(í) 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 siblíní 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):**	

CUID 5 – Coláiste na Tulchann: Aonad Lán-Ghaeilge

Coláiste na Tulchann, an t-Aonad Lán-Ghaeilge, is where some or all subjects are delivered through the medium of Irish.
Cuirtear cuid de na h-ábhair nó na hábhair ar fad ar fáil trí mheán na Gaeilge i gColáiste na Tulchann, an tAonad Lán-Ghaeilge.

Please ONLY complete if you are applying for Coláiste na Tulchann, the Aonad Lán-Ghaeilge.
Ná comhlánaigh ACH sa chás go bhfuil tú ag déanamh iarratas ar Choláiste na Tulchann, an tAonad Lán-Ghaeilge.

Please confirm if this application is being made for:
Deimhnigh go bhfuiltear ag déanamh an iarratais seo ar:

An t-Aonad Lán-Ghaeilge only / An tAonad Lán-Ghaeilge amháin: ☐ ***OR*** / *NÓ*

An t-Aonad Lán-Ghaeilge or the English Medium Stream / An tAonad Lán-Ghaeilge nó an sruth Béarla: ☐

SECTION 5A – SELECTION CRITERIA FOR ADMISSION TO COLÁISTE NA TULCHANN,THE AONAD LÁN-GHAEILGE IN THE EVENT OF OVERSUBSCRIPTION
CUID 6A – CRITÉIR ROGHNÚCHÁIN MAIDIR LE hIONTRÁIL i gCOLÁISTE NA TULCHANN, AN tAONAD LÁN-GHAEILGE SA CHÁS GO MBEIDH RÓ-ÉILEAMH AIR

This information will assist in determining whether the student meets the admission requirements for the Aonad Lán-Ghaeilge 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 Aonad Lán-Ghaeilge de réir an oird tosaíochta faoi mar atá leagtha amach sa mhír chuí de Chuid B de Pholasaí Iontrála Choláiste Phobail 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:	

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(í) 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 siblíní 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

- **You are required to submit recent proof of address – two distinct registered utility bills in relation to the address, dated within the last three months and in the name of the parent(s)/guardian(s).**
- **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.**
- **Incomplete applications will not be processed by the school, in line with the Admission Policy.**
- **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 and DDLETB, *please see overleaf*.**

- Ní mór duit cruthúnas ar sheoladh baile le déanaí a sheoladh ar aghaidh - 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(í)) orthu.
- Glactar leis an bhfaisnéis ar fad a chur tú ar fáil sa bhfoirm iarratais seo de mheon macánta. Má fhaightear amach go bhfuil aon chuid den fhaisnéis míchruinn, míthreorach nó neamhiomlán, d'fhéadfadh an t-iarratas a bheith neamhbhailí mar thoradh air sin.
- Ní phróiseálfar iarratais neamhchomhlíonta a fuarthas ag an scoil, faoi réir Pholasaí Iontrála na Scoile.
- 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 maidir le haon athrú ar chúinsí a bhainfeadh leis an iarratas seo.
- Chun eolas a fháil maidir le mar a dhéanann an scoil agus BOOACDL do chuid sonraí a phróiseáil, *féach an chéad leathanach eile*.

Please sign below to demonstrate that you have read and understood this information.
Sínigh 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)

OFFICE USE ONLY / ÚSÁID OIFIGE AMHÁIN			
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 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 DDLETB 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, or as part of, this Application Form may be communicated internally within DDLETB and externally with the NCSE and for the purpose of determining the applicability of the selection criteria and/or allocating places in special classses, 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. 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 DDLETB's Data Retention Policy, which can be found at www.ddletb.ie.

A copy of the full DDLETB Data Protection Policy is available at www.luttrellstownncc.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 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 Tuain, 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 Iarratais seo agus sa cháipéisíocht atá ag gabháil leis de dhíth chun críocha:

- **Sainiúlacht agus dáta breithe a fhíorú;**
- **Measúnacht agus critéir iontrála a fhíorú;**
- **Múinteoirí agus acmhainní a leithdháileadh ar an scoil; agus**
- **riaracháin na Scoile,**

ar tascanna iad ar fad de bhun dualgais reachtúla éagsúla atá BOOACDL faoi réir.

Má chliseann ort faisnéis den chineál sin a chur ar fáil d'fhéadfadh an t-iarratas a bheith neamhbhailí mar thoradh air sin agus d'fhéadfaí nach ndéanfaí áit a thairiscint.

Is féidir na sonraí pearsanta a thugtar sa bhFoirm Iarratais seo, nó atá mar pháirt den Fhoirm Iarratais seo, a chur in iúl go hinmheánach laistigh de BOOACDL agus go seachtrach leis an gComhairle Náisiúnta um Oideachas Speisialta (CNOS) [NCSE] agus/nó an tSeirbhís Náisiúnta Síceolaíochta Oideachais (SNSO) [NEPS] chun críocha infheidhmeachta na gcritéar roghnúcháin a chinntiú agus/nó áiteanna a leithdháileadh i ranganna speisialta, agus d'fhéadfaí sin a dhéanamh leis an bpátrún nó le bord 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 (Ligean isteach i Scoileanna) 2018. Féadfar é a roinnt freisin le Seirbhísí Tacaíochta Oideachais Tusla chun cabhrú leis an scoláire le deiseanna oideachais agus oiliúna, de réir alt 28 den Acht Oideachais (Leas) 2000.

Coinneofar na sonraí pearsanta a chuirtear ar fáil sa bhFoirm Iarratais seo ar feadh 7 mbliana ón dáta a mbeidh an dalta 18 bliana d'aois, mura bhfuil ceanglas reachtúil ann 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 Iarratais seo iarratas a dhéanamh chun rochtain a fháil ar na sonraí sin. Ta sé de cheart aige/aici freisin iarratas a dhéanamh faisnéis ar bith atá mícheart go fíorasach a athrú. Is féidir leis an ábhar sonraí iarratas a dhéanamh chun na sonraí a scriosadh 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.