



Application Form to transfer school
2026/2027



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 a having been accepted as a student of Greystones Community College.

Completed applications will be accepted from:	Monday 23 rd February 2026
The closing date for receipt of applications is:	Friday 13 th March 2026

All Application Forms and accompanying documentation should be sent to:	For office use only
Greystones Community College Mill Road Greystones Co Wicklow A63A3K2	Date received: ____/____/____ School Stamp:

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

- An original birth-certificate (together with a copy)
- Recent proof of address (only registered utility bills or bank statements dated within the last three months and in the name of the parent(s)/guardian(s) will be accepted).

Please tick the Year Group the student is applying to enter in September 2026:

- Second Year Third Year
 Transition Year Fifth Year Sixth Year

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:	
Middle Name:	
Surname:	

Date of Birth:	Day		Month		Year			
PPS Number:								
Student Address:								
Eircode:								

SECTION 2 – DETAILS OF PARENT/GUARDIAN		
<p><i>This section is <u>NOT</u> 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. Correspondence will issue to the Parent/Guardian 1 unless requested otherwise.</i></p>		
	Parent / Guardian 1 (Primary Contact)	Parent / Guardian 2
Prefix: (e.g. Mr / Mrs / Ms)		
First Name:		
Surname:		
Address:		
Eircode:		
Telephone no:		
Email address:		
Relationship to student:		

Please provide details of the current school attended by the student.	
School name:	
School address:	

SECTION 3 – STUDENT CODE OF BEHAVIOUR	
<p>Please confirm that the Greystones Community College 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.greystonescollege.ie or from the school office.</p>	
<p>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.</p>	

SECTION 4 – SELECTION CRITERIA FOR ADMISSION IN THE EVENT OF OVERSUBSCRIPTION	
<p><i>This information will assist in determining whether the student meets the admission requirements. The list of questions is in the order of priority as per the Admission Policy for Greystones Community College.</i></p>	

A. If the student currently has any siblings in this school, please indicate their names and current year of study.	
Name:	
Year:	
B. Please confirm the student’s address for the purpose of determining whether s/he resides in the school planning area. Please note that recent proof of address will be required in support of this. (Only registered utility bills or bank statements dated within the last three months and in the name of the parent(s)/guardian(s) will be accepted.)	
Address:	

IMPORTANT INFORMATION:

- You are required to submit:
 - (i) An original birth-certificate (together with a copy), and
 - (ii) Recent proof of address - only registered utility bills or bank statements 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 KWETB, please see overleaf;
- Please sign below to demonstrate that you have read and understood this information.

***NOTE:** Should the student receive a place in Greystones Community 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)

OFFICE USE ONLY

Date Application Received:

Checked by:

Date entered on School Database:

Entered by:

DATA PROTECTION

The Board of Management of Greystones Community College is a committee of Kildare & Wicklow Education & Training Board, which is a data controller under the General Data Protection Regulations and the Data Protection Acts 1988 - 2018. The Data Protection Officer for KWETB can be contacted at dataprotection@kwetb.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 KWETB 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 this Application Form may be communicated internally within KWETB 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, in line with KWETB's Data Retention Policy, which can be found at www.kwetb.ie.

A copy of the full KWETB Data Protection Policy is available 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 KWETB 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.