Bord Oideachais & Oiliúna
LUIMNIGH & AN CHLÁIR
LIMERICK & CLARE
Education & Training Board

Coláiste Mhuire, Askeaton, Co. Limerick

APPLICATION FORM FOR ADMISSION

2027/28

Prospective Student's Name: _____

Please complete all sections in BLOCK CAPITAL.

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 Coláiste Mhuire.	
Completed applications will be accepted from:	Monday 5th October 2026
The closing date for receipt of applications is:	Tuesday 03rd November 2026

Completed Application Form and accompanying documentation should be sent to:	**For office use only**
The Principal, Coláiste Mhuire, Askeaton, Co. Limerick.	Date received: ____/____/_____ School Stamp:

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

☐ A copy of the child's birth certificate.

☐ 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 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:									
Student Address:									
Eircode:									
PPSN:									
Date of Birth:	**Day**		**Month**		**Year**				

Is this application for a place in the Autism Class for September 2027 - YES ☐ NO ☐

To enrol students in an Autism Class, only students who have an Eligibility letter from the NCSE / SENO can be granted a place.

Please ensure you return a copy of the NCSE Eligibility Letter if this application is to enrol in the Autism Class. ☐

SECTION 2 – DETAILS OF PARENT/GUARDIAN		
This 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. Copy of Code of Behaviour on www.colaistemhuireask.ie under Policies.
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 a copy of the child's birth certificate in order to assess whether s/he meets the requirement.
Please tick the box to confirm that you enclose a copy of the child's birth certificate or the original with this Application Form: ☐ I enclose a copy of the child's birth certificate.

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

IMPORTANT INFORMATION:

- **You are required to submit:**

  A copy of the child's birth certificate.

- **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 Coláiste Mhuire, 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 Coláiste Mhuire 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 a copy of the child's 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 LCETB 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 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.