

ST CIARÁN'S COMMUNITY SCHOOL

SCHOOL APPLICATION FORM for EXTERNAL STUDENTS 2026/2027

PLEASE NOTE: FALSE INFORMATION WILL AUTOMATICALLY DISQUALIFY APPLICANT.

PLEASE FILL OUT DETAILS IN BLOCK CAPITALS

Closing date for receipt of application form is Friday 15th May 2026

Please confirm if your application is for a place in our mainstream classes or if it is for a place in our special classes which caters for children with Autism/Autistic Spectrum Disorders (DSM-V5/ICD 10).

Tick appropriate box:

Mainstream

☐

Special Classes*

☐

***If applying for a place in our special classes please include confirmation letter from NCSE confirming the applicant has the required diagnosis and NCSE recommendation for a special class**

Please tick which year group you are applying for

Year 1

Year 2

Year 3

TY

Year 5

Year 6

Have you made a previous application to St Ciarán's Community School

Yes

No

If yes, please advise the year of your application and the year group you applied to

Data Protection

The personal data required from you on this admissions form (part 1) is required for the purposes of:-

- fulfilling our legal obligation to provide an education to students
- student enrolment and student registration
- allocation of teachers and resources to the school
- school administration
- to fulfil our other legal obligations
- to process appeals, resolve disputes and defend litigation etc.

1. You have the following statutory rights that can be exercised at any time:

- (a) Right to complain to supervisory authority.
- (b) Right of access.
- (c) Right to rectification.
- (d) Right to be forgotten.
- (e) Right to restrict processing.
- (f) Right to data portability.
- (g) Right to object and automated decision making/profiling.

For further information please see our school Data Protection Policy on our website. Should you wish to discuss anything in regard to Data Protection, please contact the Principal via the school office email.

Data Sharing:

Schools in areas of high demand may be requested to share data on applications for admissions with each other, the Department of Education and Youth (DEY) / the National Council for Special Education (NCSE) (in respect of applications for admission to special classes).

Please read the Department of Education and Youth (DEY) Personal Data Fair Processing Notice here in relation to personal data we are legally obliged to share with DEY <https://www.gov.ie/en/circular/f5adff-fair-processing-notice-to-explain-how-the-personal-data-of-students/>

Under the provisions of the Infectious Diseases (Amendment) (No. 3) Regulations 2024 (SI 735 of 2024) and the Health Provision of Information for Health Examination and Treatment Service) Regulations 2024 (SI 750 of 2024), when a request is made by the HSE, the school must share relevant personal data: the name, address, date of birth and sex of the pupil; the mother's birth surname; full contact details of their parent/guardian; the pupil's PPSN (if any); the name of the school which the pupil attends and the school roll number.

Please ensure sure that you read our school Data Protection Policy for full information on the above. The Policy is available on the school's website.

**OFFICE RECEIPT DATE STAMP
AND TIME**

1. PERSONAL DETAILS (required for stage 1 of application process)	
Student Surname	
Student First Name	
Home Address	
	Eircode:
County	
Date of Birth	Nationality:
Birth Cert Attached	Yes ☐ No ☐ (Please tick ✓ appropriate box)
Birth Certificate Forename (if different to above)	
Birth Certificate Surname (if different to above)	
Mother's Maiden Name	
2. EDUCATIONAL DETAILS (required for stage 1 of application process)	
NAME OF SECONDARY SCHOOL (currently attending)	
ADDRESS OF SECONDARY SCHOOL (currently attending)	
Roll Number of SECONDARY School (currently attending)	

3. FAMILY DETAILS (REQUIRED FOR SCHOOL ENROLMENT AND PARENTAL CONTACT PURPOSES)		
	Parent/Guardian 1	Parent/Guardian 2
Surname		
Name(s)		
Relationship to child (mother/father/other guardian) please provide details		
Phone Number		
Mobile Number for Messaging from School		
Please indicate ONE number to which text messages will be sent. Mobile Nr : _____ Please make sure the School is aware of any change in your mobile number. This is essential for texting purposes.		
Contact E-mail Address		

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and extend across the width of the page. There are no margins, text, or other markings on the paper.

"I DECLARE THAT ALL OF THE ABOVE INFORMATION IS TRUE AND CORRECT"

Signature: _____
Parent/Guardian

Date: _____

PRINT NAME: _____

CHECKLIST - Have you enclosed:-

ORIGINAL Birth Cert of student (for photocopying by our office). If you submit your application directly to the office we will photocopy and return to you immediately.

Enclosed 2 original (different) current Utility Bills of home address i.e. Electricity, Gas, Landline Phone bill, ONLY (to be presented for photocopying by our office staff.

Enclose two of the most recent school term reports

Failure to complete form fully and supply all necessary documentation will deem application invalid.

If/when a letter of offer is issued, we will require further information with regard to your son/daughter (i.e. part 2 of the Admissions Application must be completed fully and returned to the school – this form will be enclosed with the letter of offer).