

APPLICATION FORM FOR ADMISSION – 2025/2026

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 Clonaslee College.

Completed applications will be accepted from:	3rd October 2024
The closing date for receipt of applications is:	2nd December 2024

All Application Forms and accompanying documentation should be sent to:	For office use only
Principal Clonaslee College Clonaslee Co. Laois	Date received: ____/____/____ School Stamp:

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

- An original long birth-certificate (together with a copy)
 Passport photo

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

First Year Third Year Fifth Year
 Second Year Transition 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:									
Student Address:									
	Eircode:								
PPSN:									

**SECTION 2 – DETAILS OF
PARENT/GUARDIAN**

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 1	Parent / Guardian 2
Prefix: (e.g. Mr. / Ms. / Ms. etc.)		
First Name:		
Surname:		
Address:		
Eircode:		
Telephone no.		
Email address: Must be provided as all correspondence regarding enrolment will be emailed.		
Relationship to student:		
Mother's maiden name		

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. Please note that the Code of Behaviour can be found at www.clonasleecollege.ie or from the school office.

I _____ (please sign) 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.

Please indicate that you agree to the use of your son/daughter's photograph in promotional material for the school: Yes No

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 sight of the child's long-form birth certificate in order to assess whether s/he

Please tick the box to confirm that you enclose the child's original long-form birth certificate and a photocopy of same with this Application Form:

I enclose the child's original long-form birth certificate and a copy of same with this Application Form. (The original will be returned to you.)

SECTION 5 – SPECIAL ASD CLASS

The special class in Clonaslee College teaches students who have one or more of the following special educational needs: [Autism Spectrum Disorder, Asperger Syndrome] Please ONLY complete if you are applying for the special class.

Please confirm if this application is being made for: The special class only: **AND**

Where the student is seeking a place in the special class, please provide details of the special educational needs of the student, including an Educational/Clinical Psychologist's report.

SECTION 6 – SELECTION CRITERIA FOR ADMISSION IN THE EVENT OF OVERSUBSCRIPTION

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

A. 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 or bank statements dated within the last three months and in the name of the parent(s)/guardian(s) will be accepted.)

Address:

B. If the student currently has any siblings in this school, please indicate their names and current year of study.	
(i) Name:	
Year:	
(ii) Name:	
Year:	

C. If the student has previously had any siblings in this school, please indicate their names and years of attendance.	
(i) Name:	
Year(s):	
(ii) Name:	
Year(s):	

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

SECTION 7– EDUCATIONAL DETAILS

Required for the assessment of individual educational needs

Pursuant to sections 20 and 28 of the Education (Welfare) Act 2000, the school may also receive educational records of the student from a school(s) previously attended by the student.

Irish Language Information

Is the student currently studying Irish?	Ye s		No	
If you answered no, please outline the reason why, e.g. exemption:				

Resource and Special Educational Needs information

Does the student have any special educational needs?	Ye s		No	
If you answered YES, please give details of the special educational need:				
Has the student been in receipt of learning support or resource hours in his/her primary school?	Ye s		No	
If yes, for how many years:				
Has the student received EAL (<i>English as an Additional Language</i>) support?	Ye s		No	
If yes, for how many years:				

Other relevant information

Please provide details of any other education related information regarding the student which you deem appropriate to share with the school.

SECTION 8- MEDICAL DETAILS/ SONRAÍ LEIGHIS

Please list details of any medical/health concerns for the student of which the school should be aware.

Doctor's Name:	
Contact Details:	

SECTION 9 – APPLICATIONS TO OTHER SCHOOLS

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

<i>Please tick as appropriate</i>	Yes	No	<i>If yes, you are required to provide details</i>
Is the student awaiting an offer of admission from another school(s)?			
Has the student accepted an offer of admission for another school(s)?			

Important Information

- You are required to submit 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.
 - Passport photo
 - Long birth certificate (together with a copy)
- 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 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 LOETB, please see overleaf.
- Please sign below to demonstrate that you have read and understood this information.

NOTE: *Should the student receive a place in Clonaslee 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 Clonaslee College is a committee of LOETB, which is a data controller under the General Data Protection Regulations and the Data Protection Acts 1988 - 2018. The Data Protection Officer for LOETB can be contacted at (057)9349400.

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 LOETB 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, or as part of, this Application Form may be communicated internally within LOETB and externally with the NCSE and/or NEPS for the purpose of determining the applicability of the selection criteria and possibly with the patron or board of management of other schools, and/or the Department of Education, 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 LOETB's Data Retention Policy, which can be found at www.loetb.ie.

A copy of the full LOETB Data Protection Policy is available at www.clonasleecollege.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 LOETB 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.

