 

**APPLICATION FORM FOR ADMISSION (TRANSFER) – 2024/25**

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| ***This is an application form for admission and does not constitute an offer of a place.***  |
| Completed applications will be accepted from:  |  08th April 2024 |
| The closing date for receipt of applications is:  |  31st May 2024 |
|  **All Application Forms and accompanying documentation should be sent to:**  | **For office use only**  |
| Niall Hare Principal Kishoge Community College Thomas Omer Way Lucan Co. Dublin  | Date received: \_\_\_\_/\_\_\_\_/\_\_\_\_\_\_\_  School Stamp:    |
|  **Please tick the Year Group the student is applying to enter:** Second Year [ ]  Transition Year [ ]  Fifth Year [ ] Third Year[ ]  Sixth Year [ ]  |

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| **Please complete all sections of the following application using BLOCK CAPITALS**  |
| **SECTION 1 - PROSPECTIVE STUDENT DETAILS**  |
| **Full Name:**  |   |
| **Date of Birth:**  |  |
| **Student Address:**  |  |
|  |
| **Male/Female:** |  |
| **PPSN:**  |  |  |  |  |  |  |  |  |  |

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| **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**  |
| **First Name:**  |  |  |
| **Surname:**  |  |  |
| **Address:**  |  |  |
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| **Eircode:**  |  |  |
| **Telephone no:**  |  |  |
| **Email address:**  |  |  |
| **Relationship to student:**  |  |  |

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| **SECTION 3 – STUDENT CODE OF BEHAVIOUR**  |
| **Please confirm that the Code of Behaviour is acceptable to you as a parent/guardian. Please note that the Code of Behaviour can be found at** [www.kishogecc.ie](http://www.kishogecc.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.**  |

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| **SECTION 4 – SPECIAL CLASS**  |
| *The special class in Kishoge CC teaches students with Autism Spectrum Disorder Please ONLY complete if you are applying for the special class.*  |
| Please confirm if this application is being made for:  The special class only:  ***OR*** The special class **or** the mainstream year group:   |
| 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.     |

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| **SECTION 5 – 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 Kishoge CC.* |

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| **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.** **(TWO registered utility bills or bank statements. Only documents dated within the last three months and in the name of the parent(s)/guardian(s) will be accepted.)**  |
| **Address:**  |  |
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| **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:**  |  |
| **(iii) Name:**  |  |
| **Year:**  |  |

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| **IMPORTANT INFORMATION:** * **You are required to submit TWO recent documents as 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 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 Dublin & Dún Laoghaire ETB, please see below.**

* **Please note that incomplete applications will not be processed.**

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

***NOTE:*** *Should the student receive a place in Kishoge CC 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) \_\_\_\_\_\_\_\_\_\_\_\_\_**

**(Student [if over 18]) (Date) \_\_\_\_\_\_\_\_\_\_\_\_\_**

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|  | **OFFICE USE ONLY**  |
| **Date Application Received:**  |  |
| **Checked by:**  |  |
| **Date entered on School Database:**  |  |
| **Entered by:**  |  |

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| **DATA PROTECTION**  |
|  The Board of Management of Kishoge Community College] is a committee of Dublin & Dún Laoghaire ETB, (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 Dublin & Dún Laoghaire ETB 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 Dublin & Dún Laoghaire ETB 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 this Application Form may be communicated internally within Dublin & Dún Laoghaire ETB 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 seven 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 Dublin & Dún Laoghaire ETB’s Data Retention Policy, which can be found at dataprotection@ddletb.ie  A copy of the full Dublin & Dún Laoghaire ETB Data Protection Policy is available at [www.kishogecc.ie](http://www.kishogecc.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 Dublin & Dún Laoghaire ETB 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.   |