

**APPLICATION FORM FOR ADMISSION TO CARRIGALINE COMMUNITY SPECIAL SCHOOL**  
**2024/2025**

<b><i>This is an Application Form for admission and does not constitute an offer of a place, implied or otherwise.</i></b>	
Completed applications will be accepted from:	8/3/2024
The closing date for receipt of applications is:	5/4/2004
<b>All Application Forms and accompanying documentation should be sent to:</b>	<b>For office use only</b>
Carrigaline Community Special School Bridge Mount Carrigaline Co. Cork P43 Y160	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).
- 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).
- Report (s) from a relevant professional or team of professionals confirming that the child has ASD with a Mild or Moderate General Learning Disability

and

- making a clear recommendation which states that the student requires a special school setting.

**PLEASE INDICATE WHICH YOU ARE APPLYING FOR (TICK ONE BOX):**

- Junior Infants (intake)
- Admission to Other Class or Year should a place become available during the school year

Please complete all sections of the following application using BLOCK CAPITALS

**SECTION 1 – CHILD DETAILS**

*Details of the young person for whom this application is being made.*

<b>First Name:</b>											
<b>Middle Name:</b>											
<b>Surname:</b>											
<b>Child's Address:</b>											
<b>Eircode:</b>											
<b>PPSN:</b>	<table border="1"> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table>										

**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.*

	<b>Parent / Guardian 1</b>	<b>Parent / Guardian 2</b>
<b>Prefix: (e.g., Mr. / Ms. / Ms. etc.)</b>		
<b>First Name:</b>		
<b>Surname:</b>		
<b>Address:</b>		

Eircode:		
Telephone no.		
Email address:		
Relationship to child:		

**SECTION 3 – STUDENT CODE OF BEHAVIOUR**

Please confirm that the Student Code of Behaviour is acceptable to you as a parent/guardian, and you shall make all reasonable efforts to ensure compliance with same by the child if s/he secures a place in the school. Please note that the Code of Behaviour can be found at [www.carrigalinecommunityspecialschool.ie](http://www.carrigalinecommunityspecialschool.ie) or from [ccss@corketb.ie](mailto:ccss@corketb.ie)

I \_\_\_\_\_ confirm that the Code of Behaviour for the school is acceptable to me as the child’s parent/guardian and I shall make all reasonable efforts to ensure compliance by the child if s/he secures a place in the school.

**SECTION 4 - SELECTION CRITERIA FOR ADMISSION IN THE EVENT OF OVERSUBSCRIPTION**

*This information will assist in determining whether the child meets the admission requirements. The list of questions is in the order of priority as per the Admission Policy for Carrigaline CSS.*

**A. Please confirm if your child has a sibling who is currently enrolled in Carrigaline CSS for the school academic year 2024/2025.**

- Yes   
 No

**B. Please state if your child is the child of a member of staff of the school.**

- Yes   
 No

**C. Please state if your child is currently without a place in a special school for September 2024.**

- Yes   
 No

**D. Please confirm the child's normal place of residence 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:**

**Eircode:**

**IMPORTANT INFORMATION:**

- You are required to submit:
  - (i) An original long birth-certificate (together with a copy).
  - (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 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 Cork Education and Training Board, please see overleaf.
- Please sign below to demonstrate that you have read and understood this information.

\_\_\_\_\_  
(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 Carrigaline Community Special School is a committee of Cork ETB, 21 Lavitt's Quay, Cork which is a data controller under the General Data Protection Regulations and the Data Protection Acts 1988 - 2018. The Data Protection Officer for Cork ETB is Ms. Sarah Flynn and can be contacted at [dataprotection@corketb.ie](mailto:dataprotection@corketb.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 Cork ETB is subject. The requirement to provide a birth certificate is in accordance with the Department of Education and Skills' Primary Circular 24/02, which require all primary schools to obtain and keep a copy of a student'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 Cork 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 7 years from the date on which the child 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 Cork ETB's Data Retention Policy, which can be found at [www.corketb.ie](http://www.corketb.ie).

A copy of the full Cork ETB Data Protection Policy is available at [www.corketb.ie](http://www.corketb.ie).

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 Cork 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.