

## APPLICATION FORM FOR ADMISSION - 2023/2024

<i><b>This is an Application Form for admission and does not constitute an offer of a place, implied or otherwise.</b></i>	
Completed applications will be accepted from:	10-02-2023
The closing date for receipt of applications is:	06-03-2023

All Application Forms and accompanying documentation should be sent to:	For office use only
Kilnamanagh CNS Oulart, Co Wexford Y25 HT63	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).

<b>Please tick the Class Group the child is applying to enter:</b>			
<input type="checkbox"/> Junior Infants	<input type="checkbox"/> First Class	<input type="checkbox"/> Third Class	<input type="checkbox"/> Fifth Class
<input type="checkbox"/> Senior Infants	<input type="checkbox"/> Second Class	<input type="checkbox"/> Fourth Class	<input type="checkbox"/> Sixth Class

<b>Please complete all sections of the following application using BLOCK CAPITALS</b>	
<b>SECTION 1 – CHILD DETAILS</b>	
<i>Details of the young person for whom this application is being made.</i>	
<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.*

	Parent / Guardian 1	Parent / Guardian 2
<b>Prefix: (e.g. Mr. / Ms. / Ms. etc.)</b>		
<b>First Name:</b>		
<b>Surname:</b>		
<b>Address:</b>		
<b>Eircode:</b>		
<b>Telephone no.</b>		
<b>Email address:</b>		
<b>Relationship to child:</b>		

**SECTION 4**

**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.kilnamanaghcnis.ie](http://www.kilnamanaghcnis.ie) or from the school office.**

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.

**Please confirm that you do or do not give permission for your child/children to be included in School DVD/recordings e.g. for plays, projects etc.**

Yes  No

**Please confirm that you do or do not give permission for your child/children to be included in school photographs; some of which may be posted on the school website/social media/newspaper publications**

Yes  No

**From time to time our children may be asked to work outside the classroom with a Special Educational Teacher (SET) for their benefit or the benefit of others. As a school which prides itself on delivering inclusive education for all, we see this as a very beneficial and nurturing practice for all children involved and we are seeking your permission to allow this.**

**I give permission for my child to go out with an SET teacher: Yes**

**I do not give permission for my child to go out with an SET teacher: No**

**A. If applying for Junior Infants only, please confirm the child's age where the school gives priority to older children applying to Junior Infants.**

Date of Birth:	Day		Month		Year			

**B. Please confirm the child'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.)**

<b>Address:</b>	

**C. If the child currently has any siblings in this school, please indicate their names and current year of study.**

<b>(i) Name:</b>	
<b>Year:</b>	
<b>(ii) Name:</b>	
<b>Year:</b>	
<b>(iii) Name:</b>	
<b>Year:</b>	

**D. If the child has previously had any siblings in this school, please indicate their names and years of attendance.**

<b>(i) Name:</b>	
<b>Year(s):</b>	
<b>(ii) Name:</b>	
<b>Year(s):</b>	

**E. If the child's parent(s) or grandparent(s) previously attended this school, please indicate their names and years of attendance.**

<b>(i) Name:</b>	
------------------	--

<b>Year(s):</b>	
<b>(ii) Name:</b>	
<b>Year(s):</b>	

**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 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 WWETB, 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	
<b>Date Application Received:</b>	
<b>Checked by:</b>	
<b>Date entered on School Database:</b>	
<b>Entered by:</b>	

## DATA PROTECTION

The Board of Management of Kilnamanagh CNS is a committee of WWETB, Ardavan Business Park Ardavan, Wexford which is a data controller under the General Data Protection Regulations and the Data Protection Acts 1988 - 2018. The Data Protection Officer for WWETB is Fintan O'Reilly and can be contacted at Data Protection Office at WWETB, Ardavan Business Park, Ardavan, Co. Wexford Y35 P9EA, Ph: 053 91 23799

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 WWETB 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 WWETB 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 WWETB's Records Management Policy, which can be found at [www.waterfordwexford.etb.ie](http://www.waterfordwexford.etb.ie)

A copy of the full WWETB Data Protection Policy is available at [www.waterfordwexford.etb.ie](http://www.waterfordwexford.etb.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 WWETB 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.