SCHOOL APPLICATION FORM for Admission 2023/2024

ST. CLARE'S COMPREHENSIVE SCHOOL

PLEASE NOTE: FALSE INFORMATION WILL AUTOMATICALLY DISQUALIFY APPLICANT.

PLEASE FILL OUT DETAILS IN BLOCK CAPITALS

Closing date for receipt of application form is 20th December 2022

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**.**

OFFICE RECEIPT DATE STAMP AND TIME

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 www.stclarescomprehensive.ie].Should you wish to discuss anything in regard to Data Protection, please contact the Principal via the school office email : office@stclarescomprehensive.ie

1. PERSONAL DETAILS (required for stage 1 of application process)

Student Surname	
Student First Name	
Home Address	
	EIRCODE:
County	**PPSN:**
Date of Birth	
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 PRIMARY SCHOOL (currently attending)	
ADDRESS OF PRIMARY SCHOOL (currently attending)	
Roll Number of Primary 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 <u>ONE</u> number to which text messages will be sent. ***Mobile No : _____***

Please make sure the School is aware of any change in your mobile number. This is essential for texting purposes.

Contact E-mail Address		
Postal Address ***(if different from above)***		

CORRESPONDENCE SHOULD BE ADDRESSED TO

Mother □ *OR*
Father □ *OR*
Both parents/guardians □

_____
State above *Correspondence title i.e. Mr. & Mrs/Mrs/Mr + specify surname*).

Name(s) of PAST PUPILS (brother(s) and/or sisters) who attended this school and year of completion at the school.

_____

_____

Does the child have any Brothers/Sisters currently attending this school?

Name, Age, Class/Year

Name, Age, Class/Year

Name, Age, Class/Year

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

Signature: _____ **Date:** _____

Parent/Guardian

PRINT NAME: _____

CHECKLIST - <u>Have you enclosed:-</u>
ORIGINAL Birth Cert of student (for photocopying by our office).
Ticked the boxes and signed all relevant sections.
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).
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).