



Ashbourne Community National School

APPLICATION FORM FOR ADMISSION – 2023/2024

<i>This is an Application Form for admission and does not constitute an offer of a place, implied or otherwise.</i>	
Completed applications will be accepted from:	
All Application Forms and accompanying documentation should be sent to:	For office use only
Admissions 2023 Ashbourne CNS (Opposite GAA grounds), Killegland Ashbourne, Co. Meath	Date received: ____/____/____ School Stamp:

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

- A certified copy of long birth-certificate (with English translation if necessary). Obtained by bringing the original document and a photocopy to AN Post, Garda Station, Solicitor, or Commissioner of Oaths, and having the photocopy certified and officially stamped as a true copy of the original.
- 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).

Please tick the Class Group the child is applying to enter:			
<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

Please complete all sections of the following application using BLOCK CAPITALS							
SECTION 1 – CHILD DETAILS							
<i>Details of the young person for whom this application is being made.</i>							
First Name:							
Middle Name:							
Surname:							
Date of Birth:	Day	Month	Year				

Child's Address:									
Eircode									
How would you like us to contact you?	Contact Number:				Email Address:				
PPSN:									

SECTION 3 – STUDENT CODE OF BEHAVIOUR	
<p>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 https://www.ashbournecns.ie/index.php/about-us/school-policies or from the school office.</p>	
<p>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.</p>	
SECTION 4 – RULES ON MINIMUM AGE FOR ENTRY INTO PRIMARY SCHOOL	
<p>Under the Department of Education and Skills' Primary Circular 24/02 and Rule 64(1) of the Rules for National Schools 1965 "A child may not be allowed to attend or be enrolled in a primary school before the fourth anniversary of his/her birth." Therefore, the school requires proof of the child's date of birth in order to assess whether s/he meets the requirement. Rule 64(5) also requires the school to obtain and keep a copy of a student's birth certificate.</p>	
<p>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:</p>	
<p><input type="checkbox"/> I enclose the child's original long-form birth certificate (including translation) and a copy of same with this Application Form. (The original will be returned to you.)</p>	

SECTION 5 - 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 Ashbourne CNS.*

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

Date of Birth:	Day		Month		Year			

For office use only	Years	Months
Chronological Age on 1 st September 2023		

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.)

Address:	

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

(i) Name:		
Class:		

IMPORTANT INFORMATION:

- You are required to submit the following 2 documents with this application:
 - (i) An original long birth-certificate (including translation, 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 LMETB, 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 Ashbourne CNS is a committee of LMETB, Abbey Road, Navan, Co. Meath which is a data controller under the General Data Protection Regulations and the Data Protection Acts 1988 - 2018. The Data Protection Officer for LMETB is Sinéad Barry and can be contacted at 046 9010031, LMETB Administration Offices, Abbey Road, Navan, Co. Meath.

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 LMETB is subject. The requirement to provide a birth certificate is in accordance with the Department of Education and Skills' Primary Circular 24/02 and Rule 64(5) of the Rules for National Schools, 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 LMETB 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 LMETB's Data Retention Policy, which can be found at <https://www.lmetb.ie/about-us/data-protection/>

A copy of the full LMETB Data Protection Policy is available at <https://www.lmetb.ie/about-us/data-protection/> 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 LMETB 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.