

**ASSOCIATION OF COMMUNITY AND COMPREHENSIVE SCHOOLS STANDARD  
SCHOOL APPLICATION FORM  
Admission 1<sup>st</sup> Year 2024/2025**

**[insert school name and logo here]**

**PLEASE NOTE: FALSE INFORMATION WILL AUTOMATICALLY DISQUALIFY APPLICANT.**

**PLEASE FILL OUT DETAILS IN BLOCK CAPITALS**

**Closing date for receipt of application form is [DATE AND TIME]**

**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.

**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 [link]. Should you wish to exercise your Data Protection, please contact the Principal

via the school office email : [\[email\]](#)

**OFFICE RECEIPT DATE STAMP  
AND TIME**

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

<b>Student Surname</b>	
<b>Student First Name</b>	
<b>Home Address</b>	
	<b>EIRCODE:</b>
<b>County</b>	
<b>Date of Birth</b>	
<b>Birth Cert Attached</b>	Yes <input type="checkbox"/> No <input type="checkbox"/> <i>(Please tick ✓ appropriate box)</i>
<b>Birth Certificate Forename</b> <i>(if different to above)</i>	
<b>Birth Certificate Surname</b> <i>(if different to above)</i>	
<b>Mother's Maiden Name</b>	

**2. EDUCATIONAL DETAILS** (required for stage 1 of application process)

<b>NAME OF PRIMARY SCHOOL</b> <b>(currently attending)</b>	
<b>ADDRESS OF PRIMARY SCHOOL</b> <b>(currently attending)</b>	

Roll Number of Primary School (currently attending)	
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### 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		
<p><b>Please indicate <u>ONE</u> number to which text messages will be sent. Mobile Nr : _____</b>  <b>Please make sure the School is aware of any change in your mobile number. This is essential for texting purposes.</b></p>		
Contact E-mail Address		
Postal Address (if different from above)		
<b>CORRESPONDENCE SHOULD BE ADDRESSED TO</b>	<p>Mother <input type="checkbox"/> OR  Father <input type="checkbox"/> OR  Both parents/guardians <input type="checkbox"/></p> <p>_____</p> <p>State above Correspondence title i.e. Mr. &amp; Mrs/Mrs/Mr + specify surname).</p>	
Name(s) of PAST PUPILS (brother(s) and/or sisters) who attended this school and year of completion at the school.	<p>_____</p> <p>_____</p>	
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: \_\_\_\_\_  
Parent/Guardian

Date: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

**CHECKLIST - Have you enclosed:-**

**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.**