



**PRESENTATION SECONDARY SCHOOL
CASTLEISLAND
CO. KERRY
V92 KC97**



**APPLICATION FORM FOR ADMISSION
2022 – 2023**

Completed applications will be accepted from:	November 5 th 2021
The closing deadline for receipt of application is:	December 3 rd 2021
	For office use only
All Application Forms should be sent to: Presentation Secondary School, Church Street, Castleisland, Co. Kerry. V92 KC97	Date received: ____/____/____ School Stamp

Please tick the Year Group the student is applying to enter:

First Year	<input type="checkbox"/>	Transition Year	<input type="checkbox"/>
Second Year	<input type="checkbox"/>	Fifth Year	<input type="checkbox"/>
Third Year	<input type="checkbox"/>	Sixth Year	<input type="checkbox"/>

Please complete the following Application using **BLOCK CAPITALS**

Section 1 – Applicant Details

Details of the student for whom this application is being made

First Name:											
Middle Name:											
Surname:											
Date of Birth:											
Student Address:											
Eircode											
PPSN	<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 - Parent/Guardian/Other

Relationship to Student: Mother/Father/Guardian/Other (please specify)	
First Name	
Surname	
Mother's Maiden Name	
Phone No.	
Email	

SECTION 3 – Selection Criteria for Admission in the Event of Oversubscription

This information will assist in determining whether the prospective student meets the admission requirements in accordance with the order of priority as set out in section 6 of the Admission Policy for Presentation Secondary School, Castleisland, Co. Kerry.

A. If the prospective student currently has any siblings in this school, please indicate their name(s) and current year(s) of study.

B. Please provide details of the primary school attended by the prospective student.

Section 4 – Student Code of Behaviour

Please confirm that the Student Code of Behaviour is acceptable to you as a parent/guardian and that you shall make all reasonable efforts to ensure compliance of same by the student. Please note that the Code of Behaviour can be found at www.presentationcastleisland.ie or from the school office.

I _____ confirm that the Code of Behaviour for the school is acceptable to me as the student's parent/guardian and I shall make all reasonable efforts to ensure compliance by the student if she secures a place in the school.

IMPORTANT INFORMATION:

- Please understand that it is 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, please see Data Protection section.
- Please sign below to demonstrate that you have read and understand this information.

Parent /Guardian 1

Date

Parent /Guardian 2

Date

Section 5 - Data Protection

The Board of Management of Presentation Secondary School, Castleisland is a Data Controller under the General Data Protection Regulations and the Data Protection Acts 1988 - 2018.

The personal data supplied on this Application Form sought is required for the purpose of:

- Verification of identity and date of birth
- Verification and assessment of admission criteria
- School administration

all of which are tasks carried out pursuant to various statutory duties to which the board of management is subject.

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 the school 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.

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 the board of management 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.

OFFICE USE ONLY

Date Application Received:

Checked by:

Date entered on School Database:

Entered by: