ddletb
Bord Oideachais agus Oiliúna Átha Cliath agus Dhún Laoghaire
Dublin and Dún Laoghaire Education and Training Board

ÉRIU community college
as obair as laimhe a céile

Application From for Admission to First Year – 2023/2024

This is an application form for admission and does not constitute an offer of a place, implied or otherwise. Use of the word 'student' throughout this Application Form does not imply that the person on whose behalf this application is being made is regarded as having been accepted as a student of Ériu Community College.	
Completed applications will be accepted from:	3rd October 2022
The closing date for receipt of applications is:	7th November 2022 @12.30

All Application Forms and accompanying documentation should be sent to:	**For office use only**
Mr Michael J. Flynn Principal Ériu Community College Barnwell Road Hansfield Dublin 15. D15X4XT	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).

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

☐ First Year ☐ Special Class

Category Official Use only -

Please complete all sections of the following application using BLOCK CAPITALS									
SECTION 1 - PROSPECTIVE STUDENT DETAILS									
Details of the young person for whom this application is being made.									
First Name:									
Middle Name:									
Surname:									
Student Address:									
	Eircode:								
PPSN:									
Date of Birth:	**Day**		**Month**		**Year**				

SECTION 2 – DETAILS OF PARENT/GUARDIAN

This section is NOT required to be completed where the student is over 18, unless s/he wishes the school to communicate with his/her parent/guardian about this application instead of directly with the student. The 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
Prefix: (*e.g.* Mr. / Ms. / Ms. *etc.*)		
First Name:		
Address:		
Eircode:		
Telephone no.*	☐	☐
Email address:	☐	☐
Relationship to student:		

*Please tick one mobile number and one email address which should be used by the college for communication.

SECTION 3 – STUDENT CODE OF BEHAVIOUR

Please confirm that the Positive Behaviour Code is acceptable to you as a parent/guardian and that you shall make all reasonable efforts to ensure compliance of same by the student if s/he secures a place in the college. Please note that the Positive Behaviour Code can be found at www.eriucc.ie or from the school office.

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

Or in the case where the applicant is over 18 years of age:

I _____ (Student's name) confirm that the Positive Behaviour Code for the college is acceptable to me and I shall ensure my compliance with the Code if I secure a place in the college.

SECTION 4 – RULES ON MINIMUM AGE FOR ENTRY INTO SECONDARY SCHOOL
Under section X of the Department of Education and Skills' Rules and Programme for Secondary Schools 2004/05, "*A recognised pupil means a pupil who is not less than 12 years of age on the 1st day of January of the school year."* Also, section V requires a Principal to obtain a "*certified extract from*" the "*public register of births*." Therefore, the school requires sight of the child's long-form birth certificate in order to assess whether s/he meets the requirement.
Please tick the box to confirm that you enclose the child's original long-form birth certificate and a copy of same with this Application Form: ☐ I enclose the child's original long-form birth certificate and a copy of same with this Application Form. (The original will be returned to you.)

SECTION 5 – SELECTION CRITERIA FOR ADMISSION IN THE EVENT OF OVERSUBSCRIPTION
This information will assist in determining whether the student meets the admission requirements. The list of questions is in the order of priority as per the Admission Policy for Ériu Community College.
A. Please confirm the student'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:	
	Eircode:

B. If the student currently has any siblings in this college, please indicate their names and current year of study.	
(i) Name:	
Year:	
(ii) Name:	
Year:	

C. Please provide details of the primary school attended by the student.		
School name:		
Dates Attended	***From:***	***To:***
School Roll Number:		
School address:		

IMPORTANT INFORMATION:

- **You are required to submit:**
  - **(i) An original long birth-certificate (together with a copy), and**
  - **(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 DDLETB, please see overleaf;**
- **Please sign below to demonstrate that you have read and understood this information.**

NOTE: *Should the student receive a place in Ériu Community College, there is no guarantee that the student will be assigned his/her selected subject choice due to resource issues and/or restrictions on the numbers of students per class.*

Please tick that you have read and accept the terms of the Admissions Policy ☐

_____ _____

(Parent / Guardian 1) **(Date)**

_____ _____

(Parent / Guardian 2) **(Date)**

DATA PROTECTION

The Board of Management of Ériu Community College is a committee of Dublin and Dún Laoghaire Education and Training Board, 1 Tuansgate, Belgard Square East, Tallaght, Dublin 24, D24 X62W, which is a data controller under the General Data Protection Regulations and the Data Protection Acts 1988 - 2018. The Data Protection Officer for DDLETB can be contacted at dataprotection@ddletb.ie.

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 DDLETB is subject. In addition, under section V of the Department of Education and Skills' Rules and Programme for Secondary Schools 2004/05, a Principal is required to obtain a "*certified extract from*" the "*public register of births*" in relation to students. Therefore, the school requires sight of the child's long-form 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 DDLETB 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 DDLETB's Data Retention Policy, which can be requested from dataprotection@ddletb.ie.

A copy of the full DDLETB Data Protection Policy is available at www.ddletb.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 DDLETB 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.

Application Form -Checklist			
Sections to completed in advance of your application	Reference	Yes	No
Have you included all contact details as set out on Pages 1 & 2?	Pages 1 & 2		
Have you and your daughter/son completed the relevant section relating to the Positive Behaviour Policy on Page 2 of the Application Form?	Page 2		
Have you ticked the box on Page 5 indicated that you have read and accept the terms of the Admissions Policy?	Page 5		
Have you signed the relevant section on Page 5?	Page 5		
Have you read all sections of the Data Protection Summary Document on Page 6?	Page 6		

Documentation to be included with this application	**Yes**	**No**
Two utility bills (Different companies)		
Original Birth Certificate		

All completed application forms must be presented at the main office of the College from 9.30am to 12.30pm, Monday to Friday. Please note that any incomplete applications will not be processed.

OFFICE USE ONLY
Date Application Received:
Checked by:
Date entered on School Database:
Entered by:

Enrolment for First Year: 2023-2024 - Acknowledgement:

(To be given back to Parent(s)/Guardian(s) on receipt of competed application form)

Parent(s)/Guardian(s),
This form will be returned to you as acknowledgement that your child's application has been received by the college authorities.

Please complete the section below entitled: Acknowledgement of receipt of Application Form for 1st Year 2022-2023.

Mr Michael J. Flynn
Principal

Acknowledgement of Receipt of Application Form for 1st Year 2023

Parent(s)/Guardian(s) Name: _____

Applicant's Name: _____

Address of Parent/Guardian: _____

OFFICE USE ONLY
Received by _____ **Date:** _____ **School Stamp:**