



kcetb

Bord Oideachais agus Oiliúna
Chill Chainnigh agus Cheatharlach
Kilkenny and Carlow
Education and Training Board



APPLICATION FORM FOR ADMISSION TO ABBEY COMMUNITY COLLEGE

2nd to 6th Year – 2024/2025

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 a having been accepted as a student of Abbey Community College.

Completed applications will be accepted from:	Monday 04/03/2024
The closing date for receipt of applications is:	Monday 25/03/2024 @11:00am

All Application Forms and accompanying documentation should be sent to:	For office use only
<p>Methods of submitting the Application Form for Admission: Post to: Abbey Community College, Abbey Road, Ferrybank, Waterford, X91 PC91. Call to the school office (for opening hours please see school website). Scan <i>Application Form for Admission</i> and birth certificate and email to: admissions@abbeycommunitycollege.com</p>	<p>Date received: ___/___/_____ School Stamp:</p>

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

Second Year Third Year Transition Year

Fifth Year Sixth Year

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:	
Surname:	

Student Address:									
Eircode:									
Date of Birth:									
PPSN:									

SECTION 2 – DETAILS OF PARENT/GUARDIAN		
<p><i>This section is <u>NOT</u> 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.</i></p>		
	Parent / Guardian 1	Parent / Guardian 2
Prefix: (e.g. Mr. / Ms. / Ms. etc.)		
First Name:		
Surname:		
Address:		
Eircode:		
Telephone no.		
Email address:		
Relationship to student:		

SECTION 3 – 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 if s/he secures a place in the school. Please note that the Code of Behaviour can be found at:

<http://www.abbeycommunitycollege.com/Content/2023/3/pv58-ACC Code of Behaviour March 2023.pdf> 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 s/he secures a place in the school.

SECTION 4 – SELECTION CRITERIA FOR ADMISSION IN THE EVENT OF OVERSUBSCRIPTION

This information will assist in determining whether the student meets the admission requirements in accordance with the order of priority as set out in the applicable section of Part B of the Admission Policy for Abbey Community College.

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

(i) Name:	
Year:	
(ii) Name:	
Year:	
(iii) Name:	
Year:	
(iv) Name:	
Year:	

B. If the student has previously had any siblings in this school, please indicate their names and years of attendance.	
(i) Name:	
Year(s):	
(ii) Name:	
Year(s):	

C. Please provide details of the primary school attended by the student.	
School name:	
School address:	

D. Please provide details of the secondary school currently attended by the student and years of attendance.	
School name:	
School address:	
Years of Attendance:	

SECTION 5 – SPECIAL CLASSES – ASD & MGLD

*The special class in Abbey Community College teaches students who have one or more of the following special educational needs: Autism Spectrum Disorder, Moderate General Learning Disability.
Please **only** complete if you are applying for the special class.*

SECTION 5 (a) – ASD CLASS

*The ASD class in Abbey Community College teaches students who have a diagnosis of Autism. Parents are only permitted to apply for the ASD class if they have documentation from a professional body stating that the child needs access to an ASD centre while attending school. A copy of the documentation must accompany this application.
Please **only** complete if you are applying for the ASD class.*

Please confirm if this application is being made for:

The ASD class only: **OR** The ASD class **AND** the mainstream year group:
(1st – 6th Year current student) (Transfer Applicant for 2nd – 6th Year)

SECTION 5 (b) - MODERATE GENERAL LEARNING DISABILITY CLASS

*The Moderate General Learning Disability class in Abbey Community College teaches students who have a moderate learning educational need. Parents are only permitted to apply for the Moderate General Learning Disability Class if they have documentation from a professional body stating that the child needs access to the class while attending school. A copy of the documentation, including an Educational/Clinical Psychologist's report must accompany this application.
Please **only** complete if you are applying for the Moderate General Learning Disability class.*

Please confirm if this application is being made for:

The Moderate General Learning Disability class only

(1st – 6th Year current student):

OR

The Moderate General Disability class **AND** the mainstream year group

(Transfer Applicant for 2nd – 6th Year):

Where the student is seeking a place in the special class, please provide details below of the special educational need(s) of the student, including an Educational/Clinical Psychologist's report. A Relevant Report confirming the special educational needs and the recommendation for the special class, completed within the last 12 months, must also be provided to the school with this Application Form so as to be considered for admission to the special class.

Please note: As per the school's Admission Policy, eligibility for the special class is subject to the student having needs which fall within the category of special educational needs provided for by the special class and for transfer students, is subject to there being a place available in the relevant year group.

Details of special educational needs:

CHECKLIST:

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

Copy of Birth Certificate

Proof of PPS number

If applying for the Special Class, a Relevant Report completed within the previous 12 months

IMPORTANT INFORMATION:

- 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 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 and KCETB, please see overleaf.
- Please sign below to demonstrate that you have read and understood this information.

***NOTE:** Should the student receive a place in Abbey 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.*

(Parent / Guardian 1)

(Date)

(Parent / Guardian 2)

(Date)

(Student [where over 18])

(Date)

DATA PROTECTION

The Board of Management of Abbey Community College is a committee of KCETB, Seville Lodge, Callan Road, Kilkenny, Co. Kilkenny, which is a data controller under the General Data Protection Regulations and the Data Protection Acts 1988 - 2018. The Data Protection Officer for KCETB is Colette Duggan and can be contacted at Collette Duggan, Data Protection Officer, Kilkenny and Carlow ETB, Seville Lodge, Callan Road, Kilkenny, Co. Kilkenny.

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 KCETB 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 KCETB and externally with the NCSE and/or NEPS 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. It may also be shared with Tusla Education Support Services for the purpose of assisting the student with education and training opportunities, in line with section 28 of the Education (Welfare) Act 2000.

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 KCETB's Data Retention Policy, which can be found at <https://kcetb.ie/wp-content/uploads/2018/05/ETB-Records-Retention-Schedule.pdf>

A copy of the full KCETB Data Protection Policy is available at <https://kilkennycarlow.etb.ie/wp-content/uploads/2022/06/03.-Data-Protection-Policy-V1.3-17.02.2021.pdf> 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 KCETB 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.