



**APPLICATION FORM FOR ADMISSION TO THE SPECIAL CLASS – 2025/2026**

***This is an application form for admission to a Special Class 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:

Tuesday 01/10/2024

The closing date for receipt of applications is:

Tuesday 22/10/2024 @ 11:00 am

**All Application Forms and accompanying documentation should be sent to:**

**For office use only**

**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 *Application Form for Admission* and birth certificate and email to: [admissions@abbeycommunitycollege.com](mailto:admissions@abbeycommunitycollege.com)

Date received:

\_\_\_/\_\_\_/\_\_\_

School Stamp:

**Please ensure you attach the following documents to complete the application:**

- A Relevant Report completed within the previous 24 months, containing the mandatory elements set out in the Admission Policy.

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

- First Year                       Fourth Year                       Sixth Year  
 Second Year                       Fifth Year                       Third 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:**

**Middle Name:**

**Surname:**

## SECTION 2 – SPECIAL CLASS

*The special class in Abbey Community College teaches students who have complex/severe educational needs arising from one or more of the following diagnoses: Autism Spectrum Disorder(ASD) and Moderate General Learning Disability (MGLD).*

Where the student is seeking a place in the special class, please provide details below of the complex/severe educational need(s) of the student. **A Relevant Report, containing the mandatory elements set out in the Admission Policy, completed within the last 24 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: in addition to the above, as per the school's Admission Policy, eligibility for the special class for transfer students is also subject to there being a place available in the relevant mainstream year group.

Please set out the details of complex/severe special educational need/s of the Student:

**SECTION 3 – SELECTION CRITERIA FOR ADMISSION TO THE SPECIAL CLASS IN THE EVENT OF OVERSUBSCRIPTION**

*This information will assist in determining whether the student meets the admission requirements for the special class 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:	

**B. Please provide the name of the parent/guardian of the Student where they are a member of staff of the school.**

Full Name:	
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**A. Please provide details of the primary school currently attended by the student.  
2<sup>nd</sup>-6<sup>th</sup> year applicants - please state current secondary school and previous primary school attended.**


**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 if s/he secures a place in the school. Please note that the Code of Behaviour can be found at [www.abbeycommunitycollege.com](http://www.abbeycommunitycollege.com) 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.

**IMPORTANT INFORMATION:**

- You are required to submit a Relevant Report, completed within the previous 24 months, containing the mandatory elements as set out in the Admission Policy.
- 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 personal 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)

**OFFICE USE ONLY**

Date Application Received:

Checked by:

Date entered on School Database:

Entered by:

## 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 Colette Duggan, Data Protection Officer, Kilkenny and Carlow ETB, Seville Lodge, Callan Road, 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. 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 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 KCETB 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 KCETB's Data Retention Policy, which can be found at <https://kcetb.ie/en/>

A copy of the full KCETB Data Protection Policy is available at <https://kcetb.ie/en/> 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.