



Ardcoil La Salle

Raheny Road, Raheny, Dublin 5. Tel: 848 0055. Fax: 848 0082.

Website: www.ardscoillasalle.ie

Email: secretary@ardscoillasalle.ie



Application Form for entry to Ardscoil La Salle

This is an application form. Only applications completed on this form will be considered for entry to Ardscoil La Salle. It does not guarantee a place in the school. Parents/Guardians are asked to complete the form carefully, using CAPITAL LETTERS.

Surname of Student: _____

Christian Name/s of Student: _____

Male ☐ Female ☐

Address of Student: _____

Address of Parent/Guardian: _____
(if different to above)

Telephone Numbers: _____

Email Address: _____

Date of Birth: _____ PPS NUMBER: _____

Present School: _____ Class/Year: _____

Mother's Maiden Name: _____ Country of Birth: _____

If transferring from another school please give name of school: _____

Name members of Student's family that are attending or have attended Ardscoil La Salle:

Please disclose any other relevant information about your son/daughter.

Important Information

I understand that this is an APPLICATION FORM and does not guarantee my child a place in Ardscoil La Salle.

By signing this form, I _____, give consent to Ardscoil La Salle to contact my child's previous school for information which may be considered during the application process.

I acknowledge that Ardscoil La Salle may request additional information about my child when contacting their previous/present school. The additional information may be considered during the application process.

Ardscoil La Salle is a data controller under the Data Protection Acts, 1988 and 2003. The personal data supplied on this form is required for the purposes of:

- student enrolment
- student registration
- allocation of teachers and resources to the school
- determining a student's eligibility for additional learning supports and transportation
- examinations
- school administration
- child welfare (including medical welfare)
- and to fulfil our other legal obligations.

School Contacting You

Please confirm if you are happy for us to contact you by SMS/text message and to call you on the telephone numbers provided and to send you emails for all the purposes of:

- sports days
- parent teacher meetings
- school concerts/events
- to notify you of school closure (e.g. where there are adverse weather conditions)
- to notify you of your child's non-attendance or late attendance or any other issues relating to your child's conduct in school
- to communicate with you in relation to your child's social, emotional and educational progress and to contact you in the case of an emergency.

Tick box if "yes" you agree with these uses

Use your email address to alert you to these issues?

☐

Use your mobile phone number to send you SMS texts to alert you to these issues?

☐

Use your mobile phone/landline number to call you to alert you to these issues?

☐

Please note: Ardscoil La Salle reserves the right to contact you in case of an emergency relating to your child, regardless of whether you have given your consent.

While the information provided will generally be treated as private to Ardscoil La Salle and will be collected and used in compliance with the Data Protection Acts 1988 and 2003, from time to time it may be necessary for us to transfer your personal data on a private basis to other bodies (including the Department of Education & Skills, the Department of Social Protection, An Garda Síochána, the Health Service Executive, Tusla (CFA), social workers or medical practitioners, the National Educational Welfare Board, the National Council for Special Education, any Special Education Needs Organiser, the National Educational Psychological Service, or (where the student is transferring) to another school). We rely on parents/guardians and students to provide us with accurate and complete information and to update us in relation to any change in the information provided. Should you wish to update or access your/your child's personal data, you should write to the school principal requesting an Access Request Form.

Photographs of Students:

The school maintains a database of photographs of school events held over years. It has become customary to take photos of students engaged in activities and events in the interest of creating a pictorial as well as historical record of life at the school. Photographs may be published on our school website or in brochures, yearbooks, newsletters, local and national newspapers and similar school-related productions. In the case of website photographs, student names will not appear on the website as a caption to the picture. If you or your child wish to have his/her photograph removed from the school website, brochure, yearbooks, newsletters etc. at any time, you should write to the school principal.

Consent (*tick one only*)

1. If you are happy to have your child's photograph taken as part of school activities and included in all such records, tick here ☐
2. If you would prefer not to have your child's photograph taken and included in such records, please tick here ☐
3. If you are happy for your child's photograph to be taken and included, as 1. above, but would prefer not to have images of your child appear on the school website, in school brochures, yearbooks, newsletters etc., please tick here. ☐

Name of Parent/Guardian: _____

Signature of Parent/Guardian: _____

I/We have read the full Admissions Policy of Ardscoil La Salle as supplied with this application form: ☐ (this box must be ticked)

Date: _____

(Incomplete application forms will be returned to Parent/Guardian)

For office use only

Date of receipt: _____ Time of receipt: _____

The application has met the following criteria:

Fully Completed application form	<input type="checkbox"/>
2 reports from previous school (incl. attendance and behaviour)	<input type="checkbox"/>
Attendance record	<input type="checkbox"/>
Behaviour report	<input type="checkbox"/>
Fully completed reference sheet	<input type="checkbox"/>

Signed: _____



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REFERENCE FORM

TO BE COMPLETED BY PRESENT SCHOOL

Student Name: _____ Year: _____

D.O.B: _____ PPS: _____

The student named above has applied to join our school.

In order to fulfil the application requirements, we request **2 recent school reports**, a copy of **attendance records** and a **behaviour report** which is to be signed by the principal.

Please provide any details which may be considered for the student's application:

Signature of Year Head: _____

Date: _____

Signature of Principal: _____

Date: _____

Official School Stamp

For office use only

Date of receipt to Ardscoil La Salle: _____