

APPLICATION FORM FOR ADMISSION TO THE SPECIAL CLASS 2026/2027

<i>This is an application form for admission to a Special Class and does not constitute an offer of a place, implied or otherwise.</i>	
Completed applications will be accepted from:	20/04/2026
The closing date for receipt of applications is:	12/05/2026

All Application Forms and accompanying documentation should be sent to:	For office use only
Admissions, Ard Rí Community National School, Navan, Co. Meath, C15 D340	Date received: ___/___/_____ School Stamp:

Please ensure you attach 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).
- A Relevant Report containing the mandatory elements set out in the Admission Policy.
- Documentation from the NCSE (National Council for Special Education) confirming that the child is known to the NCSE and has the required diagnosis and recommendation for a special class.

Please tick the Class Group the child is applying to enter:			
<input type="checkbox"/> Junior Infants	<input type="checkbox"/> First Class	<input type="checkbox"/> Third Class	<input type="checkbox"/> Fifth Class
<input type="checkbox"/> Senior Infants	<input type="checkbox"/> Second Class	<input type="checkbox"/> Fourth Class	<input type="checkbox"/> Sixth Class

Please complete all sections of the following application using BLOCK CAPITALS	
SECTION 1 – CHILD DETAILS	
<i>Details of the young person for whom this application is being made.</i>	
First Name:	
Middle Name:	
Surname:	

Child's Address:									
Eircode:									
PPSN:									
Date of Birth:	Day			Month		Year			

SECTION 2 – DETAILS OF PARENT/GUARDIAN		
<p><i>This 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 child:		

SECTION 3 – STUDENT CODE OF BEHAVIOUR

Please confirm that the Student Code of Behaviour is acceptable to you as a parent/guardian and you shall make all reasonable efforts to ensure compliance with same by the child if s/he secures a place in the school. Please note that the Code of Behaviour can be found at <http://www.arcticns.ie/wp-content/uploads/2014/07/Code-of-Behaviour-May-2018.pdf> or from the school office.

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

SECTION 4 – SPECIAL CLASS

The special class in Ard Rí CNS teaches students who have complex/severe educational needs arising from Autism Spectrum Disorder

Where the Applicant is seeking a place for the child in the special class, please provide details below of the complex/severe educational need(s) of the child. **A Relevant Report, containing the mandatory elements set out in the Admission Policy, must also be provided to the school with this Application Form so as to be considered for admission to the special class.**

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

SECTION 4A – 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 Ard Rí CNS.

A. If the child currently has any siblings in this school, please indicate their names and current class.

(i) Name:

Class:

(ii) Name:

Class:

(iii) Name:

Class:

B. Please confirm the child'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 for the address, dated within the last three months and in the name of the parent(s)/guardian(s) will be accepted.)

Address:

IMPORTANT INFORMATION:

- You are required to submit:
 - (i) An original long birth-certificate (together with a copy).
 - (ii) Recent proof of address - two distinct registered utility bills in relation to the address, dated within the last three months and in the name of the parent(s)/guardian(s).
 - (iii) A Relevant Report containing the mandatory elements, as set out in the Admission Policy.
 - (iv) Documentation from the NCSE (National Council for Special Education) confirming that the child is known to the NCSE and has the required diagnosis and recommendation for a special class, in addition to a Relevant Report.

- 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.

- Incomplete applications will not be processed by the school, in line with the Admission Policy.

- 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 LMETB, please see overleaf.

Please sign below to demonstrate that you have read and understood this information.

(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 Ard Rí Community NS is a committee of LMETB, Abbey Road, Navan which is a data controller under the General Data Protection Regulations and the Data Protection Acts 1988 - 2018. The Data Protection Officer for LMETB is Ms Sinéad Barry and can be contacted at the following postal address:

Data Protection
Louth Meath Education and Training Board
Abbey Road
Navan

The personal data supplied in, or as part of, 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 LMETB is subject. The requirement to provide a birth certificate is in accordance with the Department of Education and Skills' Primary Circular 24/02 and Rule 64(5) of the Rules for National Schools, which require all primary schools to obtain and keep a copy of a student'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, or as part of, this Application Form may be communicated internally within LMETB for the purpose of determining the applicability of the selection criteria and possibly with the patron or board of management of other schools, and/or the Department of Education, 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 child 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 LMETB's Data Retention Policy, which can be found at www.lmetb.ie

A copy of the full LMETB Data Protection Policy is available at <https://www.lmetb.ie/lmetb-policies-procedures/>

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 LMETB 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.

