

**APPLICATION FORM FOR ADMISSION TO JUNIOR INFANTS
OR THE SPECIAL CLASS (FOR ALL CLASS GROUPS)– 2027/2028**

<i>This is an Application Form for admission to Junior Infants or the Special Class (for <u>all</u> class groups) and does not constitute an offer of a place, implied or otherwise.</i>	
Completed applications will be accepted from:	1st of October 2025
The closing date for receipt of applications is:	11am on 23 rd of October 2025

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 return the following documents to the school to complete the application:

- (i)** An original long birth-certificate (together with a copy).
- (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).
- (iii)** If applying for the Special Class, a Relevant Report containing the mandatory elements set out in the Admission Policy.
- (iv)** If applying for the Special class, 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. This letter of eligibility from the NCSE must relate to the 2027/2028 school year as such letter is applicable for admission for one school year only.

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:									

SECTION 2 – DETAILS OF PARENT/GUARDIAN		
<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>		
	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 on <http://www.ardricns.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 - SELECTION CRITERIA FOR ADMISSION IN THE EVENT OF OVERSUBSCRIPTION

This information will assist in determining whether the child meets the admission requirements for the mainstream class group. The list of questions is in the order of priority as per the Admission Policy for Ard Rí CNS.

- A. Please confirm the child's age where the school gives priority to children who will have attained at least 4 years of age and no more than 6 years of age by the 1st September of the academic year to which s/he is applying to be enrolled in Junior Infants.**

Date of Birth:	Day		Month		Year			

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

(i) Name:	
Class:	
(ii) Name:	
Class:	

C. 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 or bank statements dated within the last three months and in the name of the parent(s)/guardian(s) will be accepted.)

Address:

SECTION 5 – SPECIAL CLASS

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

Please ONLY complete if you are applying for the special class.

Please confirm if this application is being made for:

The special class only: ☐

The special class and/or the mainstream year group: ☐

OR

(Tick this box if you are applying for a place in the mainstream class even if there are no places in the special class.)

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 5A – 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. Please confirm the child's age where the school gives priority to children who will have attained at least 4 years of age by the 1st September of the academic year to which s/he is applying to be enrolled in Junior Infants[This can only be used if selected under "selection criteria" in the school's Admission Policy. Delete this instruction.]

Date of Birth:	Day		Month		Year			

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

1. Name:	
Year:	
2. Name:	
Year:	
3. Name:	
Year:	

C. 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:
 - (v) An original long birth-certificate (together with a copy).
 - (vi) 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).
 - (vii) If applying for the Special Class, a Relevant Report containing the mandatory elements set out in the Admission Policy.
 - (viii) If applying for the Special class, 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. This letter of eligibility from the NCSE must relate to the 2027/2028 school year.
- 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 1)

(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 CNS is a committee of LMETB, Abbey Road, Navan, Co Meath 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 Susan Crosby and can be contacted at Data Protection Officer, Louth Meath Education and Training Board, Abbey Road, Navan, Co Meath.

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 LMETB is subject. The requirement to provide a birth certificate is in accordance with the Department of Education and Skills' Primary Circular 24/02, 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 and externally with the NCSE and/or NEPS for the purpose of determining the applicability of the selection criteria and/or allocating places in special classes, 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 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 <https://www.lmetb.ie/corporate/publications/policies/policies/>.

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