

Application Form for Admission 2024/2025

This application form for admission does not constitute an offer of a place, implied or otherwise. The word 'student' throughout this Application Form does not mean that the person on whose behalf this application is being made is regarded as having been accepted as a student of Roscommon Community College.

Completed applications will be accepted from:	1st October 2023
School opening Evening	Thursday 19th October 6-9pm.
The closing date for receipt of applications is:	31st December 2023

This application form and accompanying documentation should be sent to:	For office use only
Roscommon Community College Lisnamult Roscommon	Date received: ____/____/_____ School Stamp:

Check list:

I/We have enclosed the following documents to the school to complete the application:

- 1. **Birth Certificate**
- 2. **Student's PPSN** (mandatory item on page 2)
- 3. 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).
- 2. If applicable, **Psychological Report** (completed within the last 12 months)
- 3. **Medical letter/report outlining medical condition**, if applicable.
- 4. **5th or 6th Class Primary School Report**

or

Most recent **Post-Primary School Report** + copy of **Examination Results** attained

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

- | | | |
|---------------------------------------|--|--|
| <input type="checkbox"/> First Year | <input type="checkbox"/> Transition Year * | <input type="checkbox"/> Sixth Year* |
| <input type="checkbox"/> Second Year* | <input type="checkbox"/> Fifth Year* | <input type="checkbox"/> Learning for Life (Lfl)** |
| <input type="checkbox"/> Third Year* | <input type="checkbox"/> LCA* | |

* If applying to 2nd, 3rd, TY, 5th, 6th or LCA please ensure you furnish RCC with previous examinations attained + school reports (showing subject and level studied and grade attained).

** The Learning for Life (Lfl) Programme – Special Class (limited availability, please contact school)

Please complete all sections of the following application using **BLOCK CAPITALS + Black Pen**

Section 1 - Prospective Student Details

Details of the young person for whom this application is being made.

First Name:													
Middle Name:													
Surname:													
PPSN:													
Date of Birth:													
Gender:	Male			Female			Other						
Student Address:													
Eircode:													
Primary Contact Person (Name + Surname)													
Relationship to child (Mother, Father, etc)													
Email Address of Contact Person*													
Primary Contact Person's Mobile Number													

Section 2 – Details of Parent/Guardian

This section is NOT 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.

	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 www.roscomcol.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.

Section 5 – Learning for Life (LfL) Special Class ONLY

The special class in Roscommon Community College teaches students who have one or more of the following special educational needs: [Moderate Learning Difficulty.....]

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

Please confirm if this application is being made for:

The special class only: " OR The special class and/or the mainstream year group:

Where the student is seeking a place in the special class, please provide details below of the special educational need(s) of the student. A relevant report confirming the additional educational need 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.

Brief outline of special educational need:

Section 7 – Selection Criteria for Admission (in the event of oversubscription)	
This information will assist in determining whether the student meets the admission requirements following the order of priority as set out in the applicable section of Part B of the Admission Policy for Roscommon Community College	
Please confirm the student's address to determine whether s/he reside in the catchment area. Please note that recent proof of address will be required to support 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:	
If the student currently has any siblings in this school, please indicate their names and current year of study	
Name:	
Year:	
Name:	
Year:	
Name:	
Year:	
Name:	
Year:	
If the student has previously had any siblings in this school, please indicate their names and years of attendance.	
Name:	
Year(s):	
Name:	
Year(s):	

Section 7 .. continued ..->

If the student's parent(s) or grandparent(s) previously attended this school, please indicate their name(s) and years of attendance.	
Name:	
Year(s):	
Name:	
Year(s):	

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

Important Information:

Please review check-list at the front of this form before submission

You are required to submit 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.

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 your data is processed by the school and GRETB, please see overleaf.

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

NOTE: Should the student receive a place in Roscommon 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)

OFFICE USE ONLY

Date Application Received:

Checked by:

Date entered on School Database:

Entered by:

DATA PROTECTION

The Board of Management of Roscommon Community College is a committee of GRETB, An Coilear Bán, Athenry, Co. Galway, a data controller under the General Data Protection Regulations and the Data Protection Acts 1988 - 2018. The Data Protection Officer for GRETB is Ms Máiréad Thompson and can be contacted at info@gretb.ie.

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 GRETB 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, or as part of, this Application Form may be communicated internally within GRETB and externally with the NCSE and/or NEPS to determine the applicability of the selection criteria and possibly with the patron or board of management of other schools 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 GRETB's Data Retention Policy, which can be found at [GRETB Retention Policy](#).

A copy of the full [GRETB Data Protection Policy](#) is available at 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 GRETB 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.