



APPLICATION FORM FOR ADMISSION - FIRST YEAR 2026/2027

This is an application form for admission 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 having been accepted as a student of St Joseph's Spanish Point

Completed applications will be accepted from:	01/10/2025
The closing date for receipt of applications is:	02/12/2025

All Application Forms and accompanying documentation should be sent to:	For office use only
St Joseph's Secondary School, Spanish Point, Miltown Malbay, Co. Clare V95 NW01	Date received: ____/____/____ School Stamp:

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:	
Surname:	
Date of Birth: (APPLICATIONS WILL NOT BE PROCESSED WITHOUT A COPY OF BIRTH CERT)	
Student Address:	
PPSN:	

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
First Name:		
Surname:		
Telephone no.		

Email address:		
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SECTION 3 – SPECIAL CLASS
<i>The special class in St Joseph's Spanish Point teaches students who have one or more of the following special educational needs: Autism Spectrum Disorder Please <u>ONLY</u> complete if you are applying for the special class.</i>
Please confirm if this application is being made for: The special class only: ☐ <u>OR</u> The special class <u>or</u> the mainstream year group: ☐
Where the student is seeking a place in the special class, please provide details of the special educational needs of the student, including an Educational/Clinical Psychologist's report.

SECTION 4 – SELECTION CRITERIA FOR ADMISSION IN THE EVENT OF OVERSUBSCRIPTION
<i>This information will assist in determining whether the student meets the admission requirements in accordance with the order of priority as set out in the Admission Policy for St Joseph's Spanish Point.</i>

A. If the student currently has any siblings in this school, please indicate their names and current year of study.			
(i) Name:			
Year:			

B. If the student has previously had any siblings in this school, please indicate their names and years of attendance.			
(i) Name:			
Year(s):			
C. Please provide details of the primary school attended by the student.			
School name:			

IMPORTANT INFORMATION:

- 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 please see overleaf.
- Please sign below to demonstrate that you have read and understood this information.
- Signed: _____ Date: _____

NOTE: Should the student receive a place in St. Joseph's Spanish Point 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.

DATA PROTECTION

The Board of Management of St Joseph's Spanish Point which is a data controller under the General Data Protection Regulations and the Data Protection Acts 1988 - 2018.

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 St Joseph's Spanish Point 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 this Application Form may be communicated internally within St Joseph's Spanish Point 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 St Joseph's Spanish Point's Data Retention Policy, which can be found at www.stjosephsspanishpoint.com

A copy of the full Data Protection Policy is available at www.stjosephsspanishpoint.com 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 St Joseph's Spanish Point 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.



St. Joseph's Secondary School

Spanish Point, Miltown, Malbay, Co. Clare, V95 NW01

Web: www.stjosephsspanishpoint.com

Telephone: 0657084311

Email: admin@stjosephsspanishpoint.com

Charity No: 20146511

CEIST

Catholic Education
An Irish Schools Trust



Personal Details

First name: _____ Surname: _____

Address: _____ Female/Male: _____

_____ Nationality: _____

Eircode: _____ School currently attending: _____

P.P.S.N. No: _____ Telephone (home): _____

No. of children in family: _____ Emergency contact no. _____

Position in family: _____ Date of Birth: _____

Email Address for Correspondence and Tyro: _____

Mother's name: _____ Mother's Mobile: _____

Father's name: _____ Father's Mobile: _____

Mother's maiden name: _____

Postal Title: (for correspondence e.g. Mr. & Mrs.) _____

Family Doctor: _____ Any known illness? _____

Do you currently have brothers/sisters in this school? Yes ☐ No ☐

If 'yes' please state names: _____

Have you been in receipt of remedial/resource services? If 'yes' please give details. If 'yes' please include a copy of psychological/Clinical report). _____ Date of Issue: _____

Do you want to be enrolled in the ASD Special Class? Yes ☐ No ☐

Exempt from Irish: (Please tick) Yes ☐ No ☐ **Date Granted:** If yes you must include copy of Irish Exemption, otherwise your son/daughter will be registered for Irish.

Option Subjects:

Option Subjects will be explained at our open evening. Option Subjects will then be chosen in February through our Tyro app when you have registered and accepted a place in our school.

Extra-Curricular Interests: (Please tick as appropriate)

Athletics ☐ Basketball ☐ Football ☐

Traditional Music ☐ Instrument? _____

Other ☐ please specify _____

See Declaration of Assent Form overleaf.

DECLARATION OF ASSENT

I/we have read, understood and accepted the conditions of the following documents:

Code of Positive Behaviour & Practice	Admissions Policy
Uniform Policy	Homework Policy
Assessment Policy	Health & Safety
Bí Cineálta Policy (Anti Bullying)	Data Protection
Substance Use Policy	AUP Policy
Mobile Phone Policy	Book Scheme Policy
Attendance Strategy	

I/we acknowledge that admission to the school is dependent upon adherence to the above.

Student's Name: _____ **Date:** _____

(PLEASE PRINT)

Signed: (Student) _____

Signed: (Parent/Guardian 1) _____ **(Parent/Guardian 2)** _____

Data Protection

Consent Form for Sensitive Personal Data for the School's October Return to the Department of Education & Skills

Certain sensitive personal data which the Department asks post-primary schools to furnish via the "Annual Post-Primary Schools October Return/Examination Entries" process requires your written consent for your child's school to record this information and for the school to forward this information to the Department for purposes as outlined in circular XX/10 a copy which is available at www.education.ie or on request from your child's school.

Please note that the reference to "you" in this consent form means a parent or a guardian of a student, or a student aged 18 years and over who is attending a recognised post-primary school.

Photographs for Promotional Purposes

(Please delete as appropriate)

I further consent/do not consent to my son/daughter being photographed for school promotional purposes.

Please enter the following details in BLOCK CAPITALS

Name of School: St. Joseph's Secondary School, Spanish Point, Miltown Malbay, Co Clare

Name of Parent/Guardian 1 _____ **Parent/Guardian 2** _____

Name of Student: _____ **Year** _____

Signed: (Parent/Guardian 1) _____ **(Parent/Guardian 2)** _____

E-mail: admin@stjosephsspanishpoint.com

Web: www.stjosephsspanishpoint.com