

Application Number: \_\_\_\_\_



**Coláiste Pobail  
an Bhóthair Bhuí**  
**Enfield Community  
College**



**APPLICATION FORM FOR 1<sup>st</sup> YEAR ADMISSION – 2025/2026**

*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 a having been accepted as a student of Enfield Community College.*

Completed applications will be accepted from:

**1<sup>st</sup> October 2024**

The closing date for receipt of applications is:

**22<sup>nd</sup> October 2024**

All Application Forms and accompanying documentation should be sent to:	For office use only
Enfield Community College Dublin Road Enfield Co Meath A83VX31	Date received: ____ / ____ /2024 School Stamp:

**Please ensure you return the following documents to the school to complete the application:**

- Recent proof of address** (only registered utility bills dated within the last three months and in the name of the parent(s)/guardian(s) will be accepted).
- An original long Birth Certificate (together with a copy)
- If applying for the Special Class, a Relevant Report completed within the previous 24 months.

**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.*

<b>First Name:</b>								
<b>Middle Name:</b>								
<b>Surname:</b>								
<b>Preferred Name:</b>								
<b>Student Address:</b>								
<b>Eircode:</b>								
<b>PPSN:</b>								
<b>Date of Birth:</b>	<b>Day</b>		<b>Month</b>		<b>Year</b>			

**A. Please provide details of the Primary School attended by the student.**

<b>School Name:</b>								
<b>School Address:</b>								
<b>Roll Number:</b>								

**SECTION 2 – DETAILS OF PARENT/GUARDIAN**



SECTION 4 – SPECIAL CLASS

*The special class in Enfield Community College teaches students who have an Autism Spectrum Disorder diagnosis. 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:   
*(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 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 special educational need and the recommendation for the special class, completed within the last 24 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, as confirmed by the NCSE, and for transfer students, is also subject to there being a place available in the relevant year group.**

**Details of special educational need:**

**SECTION 5 – SELECTION CRITERIA FOR ADMISSION IN THE EVENT OF OVERSUBSCRIPTION**

*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 applicable section of Part B of the Admissions Policy for Enfield Community College*

**A. If the student attends any one of the Catchment Area Schools and does not reside within the defined Catchment Area.**

**Name of School:**

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**B. If the student resides in the Catchment Area, as outlined by the Enfield-Kilcock Catchment planning area map, defined at Appendix A of the Admissions Policy.**

**Answer**

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**C. Children who attend any one of the following schools:**

**St. Patrick's National School**

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**Scoil Náisiúnta Naomh Pádraig**

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**Scoil San Treasa**

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**D. If the student has siblings currently enrolled in Enfield Community College.  
Please indicate sibling names and current year(s) of study.**

**(i) Name:**

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**Year(s):**

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**(ii) Name:**

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**Year(s):**

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**E. If a parent/guardian of the student is a member of staff of the school.**

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**F. All Other Applicants.**

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**IMPORTANT INFORMATION:**

- You are required to submit recent proof of address (only registered utility bills in relation to the address, 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 is 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 LMETB, please see overleaf.
- Please sign below to demonstrate that you have read and understood this information.

**NOTE:** Should the student receive a place in Enfield 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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian

\_\_\_\_\_  
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 Enfield Community College is a committee of LMETB, Abbey Road, Navan, Co. Meath, C15N67E 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 Sinead Barry and can be contacted at [dataprotection@lmetb.ie](mailto:dataprotection@lmetb.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 LMETB 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 LMETB and externally with the NCSE and/or NEPS 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. 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 LMETB's Data Retention Policy, which can be found at [www.lmetb.ie](http://www.lmetb.ie)

A copy of the full LMETB Data Protection Policy is available at [www.enfieldcc.ie](http://www.enfieldcc.ie) 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.