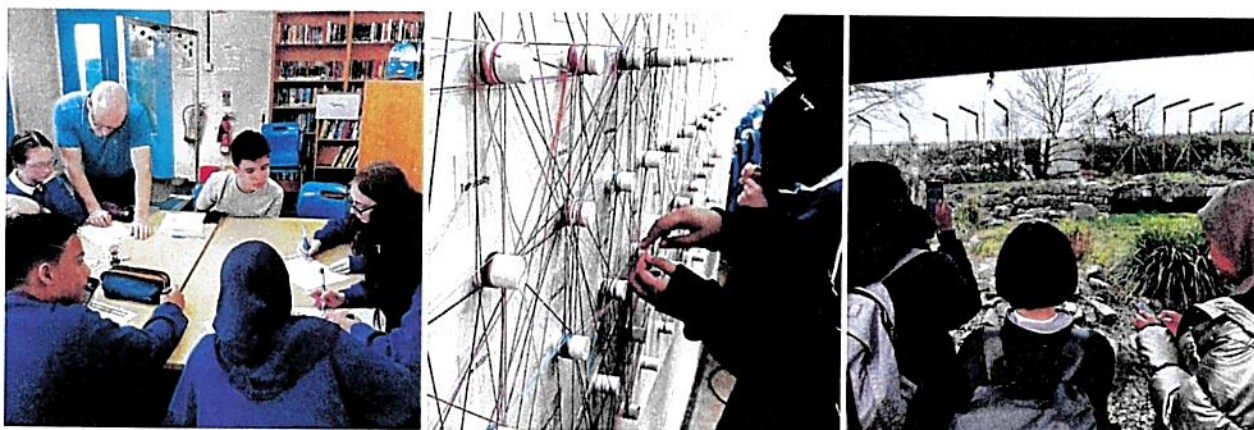




APPLICATION FORM

2023/2024 ADMISSION



Bord Oideachais agus Oiliúna Dublin and Dún Laoghaire
Atha Cliath agus Dhún Laoghaire Education and Training Board

APPLICATION FORM FOR ADMISSION - 2023/2024

THIS IS AN APPLICATION FORM FOR ADMISSION AND DOES NOT CONSTITUTE AN OFFER OF A PLACE, IMPLIED OR OTHERWISE.	
Completed applications will be accepted from:	
The closing date for receipt of applications is:	

Please complete all sections of the following application using BLOCK CAPITALS									
SECTION 1 - APPLICANT DETAILS									
<i>Details of the young person for whom this application is being made.</i>									
First Name:									
Middle Name:									
Surname:									
Address:									
Eircode:									
PPSN:									
Date of Birth:	Day		Month		Year				
Proposed Year-Group	(e.g. First Year, Second Year, etc.)								

SECTION 2 - DETAILS OF PARENT/GUARDIAN

This section is NOT required to be completed where applicant is over 18, unless s/he wishes the school to communicate with his/her parent/guardian. 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: (eg Mr/Mrs/Ms etc)																																																																																		
First Name:																																																																																		
Surname:																																																																																		
Address:																																																																																		
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Telephone No.:	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table>																					<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table>																																																												
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Relationship to Applicant																																																																																		

SECTION 3 - ADMISSIONS CRITERIA

*This information will assist in determining whether the Applicant meets the admission requirements.
The list of questions is not in order of priority.*

A. Please confirm the Applicant's sex for the purpose of determining eligibility in line with the school's Admission Policy.

Male: ☐ Female: ☐

B. Please confirm the Applicant's address for the purpose of determining whether s/he resides in the catchment area.

Address:

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

(i) Name:

Year:

(ii) Name:

Year:

(iii) Name:

Year:

(iv) Name:

Year:

D. Please provide details of the Primary School attended by the Applicant.

School Name:

School Address:

E. Please provide details of the Secondary School attended by the Applicant.

School Name:

School Address:

F. Please provide details of any special educational needs of the Applicant, if relevant.

G. Please confirm that the Code of Behaviour is acceptable to you and you shall make all reasonable efforts to ensure compliance by the Applicant if s/he secures a place in the school. Please note that the Code of Behaviour can be found at www.rathdaracc.com or from the school office.

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

OR, in the case where the Applicant is over 18 years of age:

I _____ confirm that the Code of Behaviour for the school is acceptable to me and I shall ensure my compliance with the Code if I secure a place in the school.

IMPORTANT INFORMATION

- You are required to submit:
 - (i) An original long birth-certificate (together with a copy), and
 - (ii) Recent proof of address - only registered utility bills or bank statements dated within the last three months and in the same 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.
- Please sign below to demonstrate that you have read and understood this information.
- All applications and accompanying documentation should be sent to:

Ratha Dara Community College,
Blanchardstown Road North,
Dublin 15.

(Parent / Guardian 1)

(Date)

(Parent / Guardian 2)

(Date)

(Applicant [where over 18])

(Date)

FOR COMPLETION BY SCHOOL ADMINISTRATION ONLY

Date	School Stamp

DATA PROTECTION

The Board of Management of Rath Dara Community College is a committee of DDLETB, 1 Tuansgate, Belgard Square East, Tallaght, Dublin 24, which is a data controller under the General Data Protection Regulations and the Data Protection Acts 1988-2018. The Data Protection Officer for DDLETB can be contacted at dataprotection@ddletb.ie

The personal data supplied on this Application Form is required for the purpose of:

- 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 DDLETB is subject. The processing of the personal data supplied on this Application Form is therefore carried out in line with Article 6(c) 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 this Application Form may be communicated internally within DDLETB 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) Acts 2018.

The personal data provided in this Application Form will be kept for 7 years from the date on which the Applicant 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 DDLETB's Data Retention Policy, which can be found at www.ddletb.ie

A copy of the full DDLETB Data Protection Policy is available at www.rathdaracc.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 DDLETB 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.

PLEASE COMPLETE THIS PAGE

PHOTOGRAPHIC & VIDEOGRAPHIC IMAGE CONSENT FORM

Photographs and videos are stimulating forms of media which can motivate and inspire students. Research has shown that using such forms of media in education can help encourage creativity, motivation, as well as improve communication and team-working skills.

Rath Dara C.C. asks that parent(s)/guardian(s) consent to their son/daughter being featured in photographic and video graphic promotional material if their son/daughter is under 18 years of age. Where a student is 18 or older, he/she is capable of giving such consent. This form is requesting that consent be given for each use of photograph or video footage. If such consent is given, the following procedures will apply with regard to taking photographs or video footage of students in Rath Dara C.C.

- 1) Staff will be aware of possible Child Protection issues when taking photographs of students and in relation to where these photographs are used.
- 2) Pupils may be identified in these publications in recognition of their participation in events/activities, except where the publication is online.
- 3) Students in photographs or videos published on DDLETB's and/or Rath Dara C. C. website will not be named or identified in any way other than by group e.g. finalist basketball team.
- 4) Consent to the processing of a photograph and/or video can be withdrawn at any time by filling out a Consent Withdrawal Form which is available at www.rathdaracc.com Withdrawal of Consent Form and submitting it to the school or directly to the DDLETB's Data Protection Officer at dataprotection@ddletb.ie If you chose to withdraw your consent, the school will no longer use your photographic or video graphic image for the purposes set out below. However, processing already carried out may not be able to be redacted e.g. if a photograph was published in a newspaper or past yearbook already printed.
- 5) All online media promotion on behalf of the school is underpinned by our Internet Safety Policies which can be located at www.rathdaracc.com

I _____ [insert signature of Parent/Guardian/Student over 18 years]
consent that photographs and video footage of _____ [student's name
here] may be taken and used by or on behalf of Rath Dara C. C. to promote its activities (currently and in the future) in the following circumstances; as selected by me:

Photographic Image and/or Videographic footage of the student for the purpose of:

Please tick as appropriate	Yes	No
On Rath Dara C. C. website, and/or DDLETB's website, social media and any other online publication associated with DDLETB's schools/centres/programmes/services.		
Given to third parties, with the student's name, for the purpose of being used in print media e.g. newspapers, magazines, brochures/leaflets, posters, prospectus, reports books and other similar publications, e.g. a student attaining top results in the Leaving Certificate or a soccer team winning a competition.		
Displayed within the school and including the student's name e.g. an image of a student awarded 'Student of the Year' with his/her name below.		
In school yearbooks with the student's name also used.		
For promotional purposes related to the school e.g. school prospectus or a video of a school production.		

In circumstances not listed above where the student's photographs or videos are sought, your consent as a parent/guardian/student over 18 years will be requested separately at a later date.

Student's Name (IN BLOCK CAPITALS): _____
Name of Parent(s)/Guardian(s): _____
[where student is under 18 years] _____

Date: _____

OFFICE USE ONLY

YEAR HEAD

YEAR GROUP

CLASS:

ENGLISH TEACHER: _____

MATHS TEACHER: _____

IRISH TEACHER: _____

RELIGION TEACHER: _____

IRISH EXEMPTION: YES ☐ NO ☐

REASON EXEMPTION OFFERED: _____

PAPERWORK PROVIDED: YES ☐ NO ☐RESOURCE & SPECIAL EDUCATIONAL NEEDS: YES ☐ NO ☐

REASON REQUIRED: _____

PAPERWORK PROVIDED: YES ☐ NO ☐**TICK SUBJECT OPTION IN EACH GROUP****JCSP 1 OPTION GROUPS**OPTION 1: ART ☐ ENGINEERING ☐ HOME EC. ☐OPTION 2: FRENCH ☐ GERMAN ☐OPTION 3: BUSINESS ☐ TECH. GRAPHICS ☐ MUSIC ☐**JCSP 2 OPTION GROUPS**OPTION 1: ART ☐ ENGINEERING ☐ HOME EC. ☐OPTION 2: FRENCH ☐ GERMAN ☐OPTION 3: BUSINESS ☐ TECH. GRAPHICS ☐ MUSIC ☐**JCSP 3 OPTION GROUPS**OPTION 1: ART ☐ ENGINEERING ☐ HOME EC. ☐OPTION 2: FRENCH ☐ GERMAN ☐OPTION 3: BUSINESS ☐ WOOD.TECH ☐ MUSIC ☐**LC1 OPTION GROUPS**OPTION 1: FRENCH ☐ GERMAN ☐ POL. & SOC. ☐OPTION 2: BIOLOGY ☐ GEOGRAPHY ☐ HISTORY ☐OPTION 3: BIOLOGY ☐ BUSINESS ☐ CONST.STUD. ☐OPTION 4: ART ☐ ENGINEERING ☐ HOME EC. ☐ P.E. ☐OPTION 5: COMPUTERS ☐ ENTERPRISE ☐

RATH DARA COMMUNITY COLLEGE

Blanchardstown Road North, Dublin 15

T: (01) 820 1488

E: rcc@ddletb.ie

www.rathdaracc.com

