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| <i>This is an application form for admission and does not constitute an offer of a place, implied or otherwise.</i> | |
| Completed applications will be accepted from: | Monday 2 nd November 2020 |
| The closing date for receipt of applications is: | Friday 27 th November 2020 |

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|--|--|--------------|--------------|-------------|--|--|--|--|--|--|--|
| 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: | | | | | | | | | | | |
| | | | | | | | | | | | |
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| | | | | | | | | | | | |
| Eircode: | | | | | | | | | | | |
| PPSN: | <table border="1" style="width: 100%; text-align: center;"> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table> | | | | | | | | | | |
| | | | | | | | | | | | |
| Date of Birth: | <table border="1" style="width: 100%; text-align: center;"> <tr> <td style="width: 25%;">Day</td> <td style="width: 25%;">Month</td> <td style="width: 50%;">Year</td> </tr> </table> | Day | Month | Year | | | | | | | |
| | Day | Month | Year | | | | | | | | |
| <table border="1" style="width: 100%; text-align: center;"> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table> | | | | | | | | | | | |
| | | | | | | | | | | | |
| Proposed Year-Group | <i>(e.g. First Year, Second Year etc)</i> | | | | | | | | | | |

SECTION 2 – DETAILS OF PARENT/GUARDIAN

This section is NOT required to be completed where the applicant is over 18, unless he/she 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: (e.g. Mr./Mrs./Ms. etc.) | | |
| First Name: | | |
| Surname: | | |
| Address: | | |
| | | |
| | | |
| | | |
| Eircode: | | |
| Telephone no. | | |
| Email address: | | |
| | | |
| Relationship to applicant | | |

SECTION 5 - 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 gender for the purpose of determining eligibility in line with the school’s Admissions Policy.

Male

Female

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| B. Please confirm the applicant's address for the purpose of determining whether he/she resides in the catchment area. | |
| Address: | |
| | |
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| 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: | |

| | |
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| D. If the applicant has previously had any siblings in this school, please indicate their names and years of attendance. | |
| (i) Name: | |
| Year(s): | |
| (ii) Name: | |
| Year(s): | |

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| E. If the applicant has a parent or grandparent who previously attended this school, please indicate their names and years of attendance. | |
| (i) Name: | |
| Year(s): | |
| (ii) Name: | |
| Year(s): | |

| | |
|---|--|
| F. Please provide details of the Primary School attended by the applicant. | |
| School name: | |
| School address: | |
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| 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 he/she secures a place in the school. Please note that the Code of Behaviour can be found at www.coola.ie or from the school office. | |
| <p>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 he/she secures a place in the school.</p> <p>OR, in the case where the Applicant is over 18 years of age:</p> <p>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.</p> | |

IMPORTANT INFORMATION:

- **At a later date 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 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.**
- **Please sign below to demonstrate that you have read and understood this information.**

(Parent/Guardian 1)

(Date)

(Parent/Guardian 2)

(Date)

(Applicant [where over 18])

(Date)

DATA PROTECTION

The Board of Management of Coola Post Primary School, a committee of Mayo, Sligo & Leitrim Education and Training Board, Newtown, Castlebar, Co Mayo, is a data controller under the General Data Protection Regulations and the Data Protection Acts 1988 - 2018. The Data Protection Officer for MSLETB is Trevor Sweetman, and can be contacted at 094 9024188 or dataprotection@msletb.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 MSLETB 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 MSLETB 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 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 MSLETB's Data Retention Policy, which can be found at mayosligoleitrim.etb.ie/about-us/data-protection/.

A copy of the full MSLETB Data Protection Policy is available at www.coola.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. He/she 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 MSLETB 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.