

# APPLICATION FORM FOR ADMISSION TO ST. KILLIANS SCHOOL

**2026-2027**

*This is an Application Form for admission and does not constitute an offer of a place, implied or otherwise.*

The opening/closing date for receipt of application is:

01/10/25 - 13/11/25

All application forms and accompanying documentation should be sent to

For office use only

St. Killians School,  
Old Youghal Road,  
Mayfield,  
Cork  
T23 NV96

Date received:

\_\_\_\_ / \_\_\_\_ / \_\_\_\_

School Stamp

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

A copy of the original long birth certificate.

Recent proof of address (within 3 months and in the name of the parent (s)/guardian will be accepted).

Report (s) from a relevant professional or team of professionals confirming and making a clear recommendation which states that the student requires a special school setting.  
*(Reports within 3 years of Application Date)*

**NCSE Eligibility Letter should be provided with the Application Form.**

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

## **SECTION 1 – CHILD DETAILS**

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

**First Name:**

**Middle Name:**

**Surname:**

**Child's Address**

**Eircode:**

**PPSN:**

## SECTION 2 – DETAILS OF PARENT/GUARDIAN

This 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
<b>Prefix: (e.g. Mr. / Mrs. / Ms. etc.)</b>		
<b>First Name:</b>		
<b>Surname:</b>		
<b>Address</b>		
<b>Eircode:</b>		
<b>Telephone No.</b>		
<b>Email address:</b>		
<b>Relationship to child:</b>		

## SECTION 3 – STUDENT CODE OF CONDUCT

Please confirm that the Code of Conduct is acceptable to you as a parent/guardian and you shall make all reasonable efforts to ensure compliance with same by the child if s/he secures a place in the school. Please note the Code of Conduct can be found at [www.stkillianscork.com](http://www.stkillianscork.com) or from the office at [office@stkillianscork.com](mailto:office@stkillianscork.com)

I confirm that the Code of Conduct for the school is acceptable to me as the child's parent/guardian and I shall make all reasonable efforts to ensure compliance by the child if s/he secures a place in the school.

## SECTION 4 – CRITERIA FOR ADMISSION

SLD CLASS STREAM	AUTISM STREAM MGLD
<p>Class stream for pupils who meet criteria and have a mixed profile which may include pupils with an Autism diagnosis who re deemed suitable for the class stream by a relevant professional.</p> <p>* SLD/SSLD/DCD and/or Autism. Please note all reports referencing a diagnosis must be supplied for consideration by the Admissions Board. Cognitive levels must be supplied.</p>	<p>Class stream for pupils with a primary Autism diagnosis who meet the following criteria – Pupils with Autism – Mild/Moderate GLD.- Recommendation for placement by a relevant professional.</p> <p>Please note all reports referencing a diagnosis must be supplied for consideration by the Admissions Board. Cognitive levels must be supplied.</p> <p>Recommendation for placement in a Special Class attached to a Mainstream School will not be sanctioned by NCSE.</p>

**Please confirm which class stream you are applying for:**

SLD Class Stream

Autism Stream (Mild / Moderate)

Please confirm your permission for the school to contact relevant agencies associated with the application, and to share relevant information.

Psychologist

SLT

OT

NCSE

Previous School/Education Setting

Signed: \_\_\_\_\_ Parent/Guardian

Date: \_\_\_/\_\_\_/\_\_\_\_\_

**IMPORTANT INFORMATION:**

- You are required to submit:
  - (i) A copy of original long birth certificate.
  - (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 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, please see overleaf.
  
- Please sign below to demonstrate that you have read and understood this information.
  
- Please advise the school if there are any legal issues relating to guardianship of the child named on the application, e.g. both parents / guardians should sign this application form.

\_\_\_\_\_ Date: \_\_\_\_\_  
**Parent/Guardian (1)**

\_\_\_\_\_ Date: \_\_\_\_\_  
**Parent/Guardian (2)**

<b>OFFICE USE ONLY</b>
<b>Date Application Received:</b>
<b>Checked by:</b>
<b>Date entered on School Database:</b>
<b>Entered by:</b>

## DATA PROTECTION

The Board of Management of St. Killians School is under the patronage of the Diocese of Cork & Ross. The Board of Management is the sole 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 the Board of Management is subject.

The requirement to provide a birth certificate is in accordance with the Department of Education and Skills' Primary Circular 24/02, which require all primary schools to obtain and keep a copy of a student's birth certificate. The processing of the personal data supplied on this Application Form is therefore carried out in line with Articles 6(c) and 6 (e) 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 with the Department of Education / NCSE in order to facilitate the efficient admission of students for the purpose of determining the applicability of the selection criteria 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 child turns 18 years of age, unless there is a statutory requirement to retain some or all elements of the data for a further period of indefinitely, in line with the school's Data Retention Policy which can be found on the school website.

Any person who provides 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 the Board of Management 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.