

**Danu Community Special School**

**APPLICATION FORM FOR ADMISSION - 2023/2024**

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| ***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:  | 11th November 2022 |
| The closing date for receipt of applications is: | 20th January 2023 |

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| **All Application Forms and accompanying documentation should be sent to:** | **For office use only** |
| Danu Community Special SchoolBlanchardstown Road NorthBlanchardstownDublin 15D15 P380 | Date received: \_\_\_\_/\_\_\_\_/\_\_\_\_\_\_\_\_School Stamp: |

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

An original birth-certificate (together with a copy).

Two recent proofs 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).

Recent psycological assessment report if available or a report from a relevant professional confirming a primary diagnosis of autism and/or moderate/severe general learning disabilities and making clear recommendation which states that the student requires a special school setting and the reasons why this is the case.

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| 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: |  |
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| Eircode: |  |
| PPSN: |  |  |  |  |  |  |  |  |  |

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| **Date of Birth:** | **Day** | **Month** | **Year** |
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| 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** |
| Prefix: (*e.g.* Mr. / Ms. / Ms. *etc*.) |  |  |
| First Name: |  |  |
| Surname: |  |  |
| Address: |  |  |
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| Eircode: |  |  |
| Telephone no. |  |  |
| Email address: |  |  |
| Relationship to child: |  |  |

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| **SECTION 3 – STUDENT CODE OF BEHAVIOUR** |
| **Please confirm that the Student Code of Behaviour 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 that the Code of Behaviour can be found at** [www.danucss.ie](http://www.danucss.ie) **or from the school office.** |
| **I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ confirm that the Code of Behaviour 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.** |

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| **IMPORTANT INFORMATION:*** **You are required to submit:**
1. **An original birth-certificate (together with a copy).**
2. **Two recent proofs 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.**
3. **Recent psycological assessment report if available or a report from a relevant professional confirming a primary diagnosis of autism and/or moderate/severe general learning disabilities and making clear recommendation which states that the student requires a special school setting and the reasons why this is the case.**
* **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 and DDLETB, please see overleaf.**

* **Please sign below to demonstrate that you have read and understood this information.**
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**(Parent / Guardian 1) (Date)**

**(Parent / Guardian 2) (Date)**

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| **OFFICE USE ONLY** |
| **Date Application Received:**  |
| **Checked by:** |
| **Date entered on School Database:** |
| **Entered by:** |

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| **DATA PROTECTION** |
| The Board of Management of Danu Community Special School 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 is Anne Deans and can be contacted at annedeans@ddletb.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 DDLETB 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, or as part of, this Application Form may be communicated internally within DDLETB 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 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 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 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 <http://www.ddletb.ie/wp-content/uploads/2018/11/Data-Protection-Policy.pdf> 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. |