



1ST YEAR 2023/2024 APPLICATION

Completed applications will be accepted from **1st October 2022**

Closing date for receipt of applications is **24th October 2022**



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

SECTION 1: STUDENT DETAILS

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

FIRST NAME:

SURNAME:

ADDRESS:

EIRCODE:

DATE OF
BIRTH:

DD/MM/YYYY

PPSN:



SECTION 2: DETAILS OF PARENT/GUARDIAN

This information is for the purpose of making contact about this application. If more than one name is given but the address is the same, only one letter will be issued and will be addressed to both individuals.

	Parent/Guardian 1	Parent/Guardian 2
Name:		
Address:		
Eircode:		
Telephone no.		
Email address:		
Relationship to student:	Mother/Father/Guardian/Other	Mother/Father/Guardian/Other

SECTION 3: 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 Portlaoise College.

A. DETAILS OF SIBLINGS (if any):

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

Name	Name	Name
Current Year of study	Current Year of study	Current Year of study

B. PRIMARY SCHOOL: *(Please provide details of the primary school attended by the student)*

Name of School:	
School Address:	



SECTION 4: SPECIAL CLASS

The special class in Portlaoise College teaches students who have one or more of the following special educational needs: [Autism Spectrum Disorder, Asperger Syndrome]

Please tick if you are applying for the Special Class

SECTION 5: STUDENT CODE OF BEHAVIOUR

Please confirm that the Student Code of Behaviour is acceptable to you as a Parent/Guardian and that you shall make all reasonable efforts to ensure compliance of same by the student if they secure a place in the school. Please note that the Code of Behaviour can be found at www.portlaoisecollege.ie or from the school office.

I _____ confirm that the Code of Behaviour for the school is acceptable to me as the student's parent/guardian and I shall make all reasonable efforts to ensure compliance by the student if they secure a place in the school.

IMPORTANT INFORMATION:

- 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.
- For information regarding how your data is processed by the school and LOETB, please see overleaf.
- Please sign below to demonstrate that you have read and understood this information.

NOTE: Should the student receive a place in Portlaoise 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 1: _____ Date: _____

Parent/Guardian 2: _____ Date: _____



DATA PROTECTION

The Board of Management of Portlaoise College is a committee of LOETB, IDA Business Park, Mountrath Road, Portlaoise, Co. Laois, which is a data controller under the General Data Protection Regulations and the Data Protection Acts 1988 - 2018. The Data Protection Officer for LOETB is Frank Walsh and can be contacted at fwalsh@loetb.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 LOETB 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 this Application Form may be communicated internally within LOETB 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 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 LOETB's Data Retention Policy, which can be found at www.loetb.ie. A copy of the full LOETB Data Protection Policy is available at or from the school office.

Any person who provides personal data through this Application Form has a right to request access to that data. They 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 LOETB 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.

Application Forms to be sent to:	CONTACT DETAILS	FOR OFFICE USE ONLY
Portlaoise College Mountrath Road Portlaoise Co. Laois R32 N795	Tel: 057 8621480 Email: info@portlaoisecollege.ie Website: www.portlaoisecollege.ie	DATE RECEIVED: SCHOOL STAMP