APPLICATION FORM FOR ADMISSION TO COACHFORD COLLEGE 2027/2028

This is an application form for admission to Coachford College and does not constitute an offer of a place, implied or otherwise. Use of the word 'student' throughout this Application Form does not imply that the person on whose behalf this application is being made is regarded as having been accepted as a student of Coachford College.		
	1st Year	**All other Years**
Completed applications will be accepted from:	October 1st 2026	April 13th 2027
The closing date for receipt of applications is:	October 22nd 2026	May 5th 2027

All Application Forms and accompanying documentation should be sent in hard copy to:	**For office use only**
Enrolment Applications **Coachford College** **Coachford** **Co. Cork** **P12 DY92**	Date received: ____/____/_____ School Stamp:

THIS APPLICATION FORM IS FOR 1st YEAR STARTING SEPT 2027 ONLY

APPLICATION CATEGORY
Please select *each* of the following that applies to your child's application: **A. Mainstream** ☐ **B. Special Class** ☐ *You can tick Box A, Box B or both.*

Please complete all sections of the following application using BLOCK CAPITALS	
SECTION 1 - PROSPECTIVE STUDENT DETAILS	
Details of the young person for whom this application is being made.	
First Name	
Middle Name	
Surname	

Student Address									
Eircode									
PPSN									

SECTION 2 – DETAILS OF PARENT/GUARDIAN		
This section is <u>NOT</u> required to be completed where the student is over 18, unless s/he wishes the school to communicate with his/her parent/guardian about this application instead of directly with the student. 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. / Ms. / Ms. *etc.*)		
First Name		
Surname		
Address		
Eircode		
Telephone no.		
Email address		
Relationship to student		

SECTION 3 – CODE OF BEHAVIOUR POLICY
Please confirm that Coachford College's Code of Behaviour Policy is acceptable to you as a parent/guardian/adult student and that you shall make all reasonable efforts to ensure compliance with same by the student if s/he secures a place in the school. Please note that the Code of Behaviour Policy can be found at www.coachfordcollege.ie or can be obtained from the school office.
I _____ confirm that the school's Code of Behaviour Policy for the school is acceptable to me as the student's parent/guardian (or as a student over 18) and I shall make all reasonable efforts to ensure compliance by the student if s/he secures a place in the school.

SECTION 4 – 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 Admission Policy of Coachford College.

A. Please confirm the student's address for the purpose of determining whether s/he resides in the catchment area. Please note that recent proof of address will be required in support of this. (Only registered utility bills or bank statements dated within the last three months and in the name of the parent(s)/guardian(s)/applicant over 18 years will be accepted.)	
Address:	

B. If the student 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:	

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

D. Please provide details of student's place in family (tick as appropriate).

☐ **1st in family**

☐ **Not 1st in family**

E. Please provide the student's date of birth and current class and school, in order to establish whether the student will be 12 years of age by the 31st January of the academic year to which s/he is applying to be enrolled in First Year, after having completed sixth class (or equivalent) in primary school along with selection criteria.

School name:	
School address:	
Current Class/Year	
Date of Birth	

Please confirm that the student attended this primary school for all of 5th class (and is now in 6th class in this school). Please be advised that the primary school will be asked for confirmation of same. ☐ **YES** ☐ **NO**

F. Please provide the name of the parent/guardian of the student where they are a member of staff of Coachford College.	
Name:	

SECTION 5 – SPECIAL CLASS

ONLY TO BE COMPLETED IF YOU HAVE TICKED B FOR APPLICATION CATEGORY

The special class in Coachford College provides a supportive learning environment for students who are unable to access the curriculum in a mainstream class, even with support, for most or all of their school day.

The following document must be provided to the school with this Application Form so as to be considered for admission to the Special Class:

- Documentation from the NCSE (National Council for Special Education) confirming that the student is known to the NCSE and has the required diagnosis and recommendation for a special class. (Parents Notify) This letter of eligibility from the NCSE must relate to the 2027/2028 school year.

CHECKLIST

☐ Documentation from the NCSE as above.

SECTION 6 - DECLARATION

IMPORTANT INFORMATION:

- **You are required to submit 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)/applicant over 18 years 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.**
- **Incomplete applications will not be processed by the school, in line with the Admission Policy.**
- **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 and Cork Education and Training Board, please see overleaf.**
- **Please sign below to demonstrate that you have read and understood this information.**

NOTE: *Should the student receive a place in Coachford 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**

_____ _____

Student (over 18 years only) **Date**

CHECKLIST

☐ 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)/applicant over 18 years will be accepted).

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

DATA PROTECTION

The Board of Management of Coachford College is a committee of Cork Education and Training Board, 21 Lavitt's Quay Cork, which is a data controller under the General Data Protection Regulations and the Data Protection Acts 1988 - 2018. The Data Protection Officer for Cork Education and Training Board is Ms. Sarah Flynn, who can be contacted at 021 4273377.

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 pursuant to various statutory duties to which Cork ETB 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, or as part of, this Application Form may be communicated internally within Cork ETB and externally with the NCSE and/or NEPS for the purpose of determining the applicability of the selection criteria and/or allocating places in special classes, and possibly with the patron or Board of Management of other schools, and/or the Department of Education, 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. It may also be shared with Tusla Education Support Services for the purpose of assisting the student with education and training opportunities, in line with section 28 of the Education (Welfare) Act 2000.

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 Cork ETB's Data Retention Policy, which can be found at www.coachfordcollege.ie.

A copy of the full Cork ETB Data Protection Policy is available at www.corketb.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. 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 Cork ETB 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.

SECTION 1 – PROSPECTIVE STUDENT DETAILS

The name and address of the student is all information required to identify the Data Subject for the purpose of administering the admission process, including applying selection criteria to applications if applicable. This is in line with Article 5(c) of the GDPR, which states that "data shall be adequate, relevant and not excessive in relation to the purposes for which they are processed."

PPSN

This personal data is also required for identification purposes. It can be requested pursuant to Section 262(4) of the Social Welfare Act 2005 which provides that "a person shall give to a specified body his or her personal

public service number and the personal public service numbers of his or her spouse, civil partner or cohabitant and children, where relevant, as required by the body for the purposes of the person's transaction". Paragraph 1(2A) of Schedule 5 of the Social Welfare Act 2005 extended the definition of "specified body" to include "an education and training board" and paragraph 2 includes "a recognised school or centre for education (within the meaning of section 2 of the Education Act, 1998)". Under the Education (Admission to Schools) Act 2018, it is possible for school Boards of Management to communicate with each other with regard to lists of students who have applied and Section 66(b)(iv) in particular states that the PPSN may be given as part of this information, which implies that PPSN information would be asked at application stage.

SECTION 2 – DETAILS OF PARENT / GUARDIAN

This information is sought to communicate the outcome of the application process to the data subject and in the case of a minor, the communication must be done with their parent(s)/guardian(s). This is pursuant to the Education Act 1998 inserted by Section 9 of the Education (Admission to Schools) Act 2018 which provides that "where a student has not been offered admission, the reasons that he or she was not offered admission shall be provided in writing to the applicant including, where applicable, details of the student's ranking against the selection criteria and details of the student's place on the waiting list".

SECTION 3 – CODE OF BEHAVIOUR POLICY

A parent's/guardian's signature is sought to confirm in writing that the school's Code of Behaviour Policy "is acceptable to him/her and that he/she shall make all reasonable efforts to ensure compliance with such code by the student", in accordance with Section 23(4) of the Education (Welfare) Act 2000.

SECTION 4- SELECTION CRITERIA FOR ADMISSION IN THE EVENT OF OVERSUBSCRIPTION

Student's address

This is sought for the purpose of determining whether the student resides in the catchment area, which the board of management may choose to be a criterion for admission, pursuant to its functions under the Education Act 1998, the Education (Welfare) Act 2000 and the Education and Training Board Act 2013 and in line with any restrictions under the Education (Admission to Schools) Act 2018.

Student's sibling(s)

This information is sought for the purpose of determining whether the student has/had siblings who are currently attending or who previously attended the school in accordance with section 62(10)(a) of the of the Education Act 1998 as inserted by section 9 of the Education (Admission to Schools) Act 2018.

Primary school

This is sought for the purpose of determining whether the student has attended a primary school whose students are given preference for admission, which the board of management may choose to be a criterion for admission, pursuant to its functions under the Education Act 1998, the Education (Welfare) Act 2000 and the Education and Training Board Act 2013 and in line with any restrictions under the Education (Admissions to Schools) Act 2018.

IMPORTANT INFORMATION

Recent utility bill

This is sought as proof as address where a criterion of admission to the school is whether a student resides in a particular catchment area. (However, at the school's discretion, there may be other ways to confirm proof of address in scenarios where a utility bill is not possible, e.g. a letter from a social worker where a homeless family may be residing in temporary accommodation provided by the State.)

Miscellaneous

Data shared on the application form may also be shared with Tusla Education Support Services (formerly NEWB) pursuant to section 28 of the Education (Welfare) Act 2000 "in order to ascertain how best [the student] may be assisted in availing of educational or training opportunities or developing his or her full educational potential".