



Christian Brothers Secondary School
 The Green Tralee Co. Kerry
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 www.thegreen.ie



Edmund Rice
 Founder of Christian Brothers School

FIRST YEAR APPLICATION FORM FOR ADMISSION – 2024/2025

This is an application form for admission and does not constitute an offer of a place, implied or otherwise.

The closing date for receipt of applications is **17/11/2023 at 5:00pm**

All Application Forms and accompanying documentation should be sent to:

For office use only

The Principal,
 St. Mary's CBS The Green,
 Dan Spring Rd.,
 Tralee,
 Co. Kerry

Date received: ___/___/_____

School Stamp:

SECTION 1 - PROSPECTIVE STUDENT DETAILS

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

First Name:

Middle Name:

Surname:

Prospective Student'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
Prefix: (e.g. Mr. / Mrs. / Ms.)		
First Name:		
Surname:		
Address:		
Eircode:		
Telephone no.		
Email address:		
Relationship to the student:		

SECTION 3 – 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 prospective student if he secures a place in the school. Please note that the Code of Behaviour can be found at www.thegreen.ie or obtained from the school office.

We/I _____ confirm that
(Parent / Guardian 1) (Parent / Guardian 2)

the Code of Behaviour for the school is acceptable to me as the prospective student's parent/guardian and We/I shall make all reasonable efforts to ensure compliance by the prospective student if 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 prospective student meets the admission requirements in accordance with the order of priority as set out in section 6 of the Admission Policy for St. Mary's CBS The Green.

A. If the prospective student currently has a brother in this school, please indicate his name and current year of study. This will only be used if sibling of a current pupil is a selection criterion in the school's Admission Policy.

Year:

B. If the prospective student previously had a brother in this school, please indicate his name and years of attendance. This will only be used if sibling of a past pupil is a selection criterion in the school's Admission Policy.

Brother's Name:

Year:

C. If the prospective student's parent/guardian is a member of staff in the school. This will only be used if it is a selection criterion in the school's Admission Policy.

Parent's / Guardian's
Name:

Year's

D. If the prospective student's father previously attended this school, please indicate his name and years of attendance. This will only be used if son or grandson of a past pupil is a selection criterion in the school's Admission Policy.

Father's Name:

Year:

E. Please provide details of the primary school attended by the prospective student. This will only be used if being a pupil of a feeder school is a selection criterion in the school's Admission Policy.

School name:

Principal's Name:

School address:

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 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.

(Parent / Guardian 1)

(Date)

(Parent / Guardian 2)

(Date)

USE OF PHOTOGRAPHS

Our school maintains a database of photographs from school events held over the years. It has become customary to take photos of students engaged in activities and events in the interest of creating a pictorial as well as historical record of life at the school. Photographs of students and in some cases including their name, may be published on our school website, app, on social media or in brochures, yearbooks, newsletters, local and national newspapers and similar school-related productions.

Consent is requested from each parent. Should the parent wish to have his/her child's photograph removed from the school website, brochure, yearbooks, newsletters etc. at any time, we will duly comply on receipt of a written request to the school principal. Please note that any images/videos published by the school in yearbooks, newsletters, papers etc. up to this date, will remain in place based on previous consent given. No further images/videos will be published after the date of revocation.

I consent (Signed by Parent / Guardian):

Date:

DATA PROTECTION

Personal Identifiable Information (School)

We collect personal identification information from students & prospective students in a variety of ways in connection with the delivery of education at our school. We will collect personal identification information from data subjects only if they voluntarily submit such information to us:

Student's Data (Lawful Basis: Public Interest, Consent, Legal Obligation):

- Name; Surname; Date of Birth; PPS Number; Address; Nationality; Birth Certificate; Medical Conditions; Programme Subjects & Courses Exemptions; Medium of learning Irish/English; Psychometric Testing Results (where applicable); Religion; Psychological Assessment Results (where applicable); Book Rental Scheme; Transportation Scheme; Name, Address & Tel. No. of GP.
- Parent / Guardian Name; Phone Number; Home address; Mobile Number; Emergency Contact Person & No., Email, Mothers Maiden Name; Family Members (current / past); Medical Card;
- Photos with classmates, tours, matches, awards etc.
- CCTV Images.
- Classroom based assessments, exam results & State Examination Results;

How we use collected information

We use your personal data for purposes including:

- Your application for enrolment;
- To provide you with appropriate education and support;
- To monitor your academic progress;
- To care for your health and well-being;
- To care for our staff and students;
- To process grant applications, fees and scholarships;
- To coordinate, evaluate, fund and organise educational programmes;
- To comply with our legal obligations as an education body;
- To comply with our monitoring and reporting obligations to government bodies;
- To process appeals, resolve disputes, and defend litigation etc.

How we protect your information

We adopt appropriate data collection, storage and processing practices and security measures to protect against unauthorized access, alteration, disclosure or destruction of your personal information.

How long do we keep your personal information?

We keep your personal information for a length of time as per our Retention Policy i.e. For students, this generally means we will retain data for up to 7 years after a student has left the school. After this time, your data will be destroyed by confidential shredding or deletion from our school's database. In certain circumstances we may retain your data longer, these circumstances and the retention period are outlined in St. Mary's CBS The Green's Data Protection Policy which is available to you on request.

Sharing your personal information

We do not sell or trade personal identification information to others. We may share your data with the State Examinations Commission, the Department of Education and Skills, NCSE, TUSLA, An Garda Síochána, HSE, the Department of Social Protection, our Insurance Company, the Revenue Commissioners etc. We are legally required to provide certain records relating to the progress of a student (under 18 years) in his/her education to the student's parents/guardians, including results of examinations. The sharing of student personal data and the nature of what is shared depends on various factors. The Government bodies to which we transfer personal data will use that data for their own purposes (including: to verify other information they already hold etc.) and they may aggregate it with other information they already hold about the data subject and the data subject's family. We also share your personal data with other third parties including our insurance company and other service providers (including External Psychologists, Speech Therapists, IT providers, security providers, legal advisors, consultants etc). In accordance with our Photography Policy we may share photographs & video on our school website, app, on social media or in brochures, yearbooks, newsletters, local and national newspapers and similar school-related productions.

Your rights

You have a number of rights in relation to your personal information. These rights include the right to:

- Request information regarding the personal data that we hold about you and the source(s) of that information. You can request a copy of any personal data we hold about you. This service is free of charge.
- Request that we rectify without undue delay any inaccuracies in relation to the personal data we hold;
- In some circumstances, request the erasure of your personal data or object to the processing of your data;
- Obtain restriction of processing in some circumstances;
- Object to any processing in some circumstances;
- In some circumstances, request that your personal data be transferred to you or a new school if the data is processed automatically (please note, that we retain only a copy of certain data collected from you. Furthermore we do not avail of systems that make automated decisions based on your data);
- If we are processing any data for which you have given consent, you may withdraw consent to us processing your personal data. This will not affect the processing already carried out with your consent; and
- Lodge a complaint with a supervisory authority. In Ireland, this is the office of the Data Protection Commissioner;

Any enquiries regarding the above rights or if you wish to exercise any of these rights or any other rights provided for in this Statement please contact us.

OFFICE USE ONLY

Date Application Received:

Checked by:

Date entered on School Database:

Entered by:

SCHOOL INTAKE PROCEDURE

Students seeking admission will be required to submit the following:

Failure to submit all relevant information could result in your application not being considered.

Check List

1. Complete the Admission Application form
2. Application form must be signed by the parent/guardian of the incoming student
3. Provide a copy of your son's Birth Certificate
4. Provide a current passport photo of your son
5. I have read the Code of Behaviour and Suspensions & Expulsion Policy available on the school website
6. Pay the parental contribution of €150 on acceptance of a place
7. I give my consent for CBS The Green to consult with my son's present/previous school in order to request a confidential reference, thereby to assess the application.
8. I have signed the USE OF PHOTOGRAPHS consent section of this application form if I wish to have my son photographed in school or during school activities.