



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 – 2022/2023

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 **19/11/2020 at 4:00pm**

All Application Forms and accompanying documentation should be sent to:	For office use only
<p>The Principal, St. Mary's CBS The Green, Dan Spring Rd., Tralee, Co. Kerry</p>	<p>Date received: ____/____/____ School Stamp:</p>

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.

Brother's Name:

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)

OFFICE USE ONLY

Date Application Received:

Checked by:

Date entered on School Database:

Entered by:

DATA PROTECTION

The board of management of St. Mary's CBS The Green is a data 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;
- School administration,

all of which are tasks carried out pursuant to various statutory duties to which the board of management 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 the school 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.

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 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.

I do not want my son's photograph to be published

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

