



EDMUND RICE COLLEGE, CARRIGALINE, CO. CORK

**APPLICATION FORM - FIRST YEAR
2021/2022 SCHOOL YEAR ONLY**

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: | | | | | | | | | | | |
| Prospective Student's Address: | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| Eircode: | | | | | | | | | | | |
| Date of birth: | | | | | | | | | | | |
| Gender: | | | | | | | | | | | |
| Current primary school: | | | | | | | | | | | |
| Previous primary schools (if any): | | | | | | | | | | | |
| Nationality: | | | | | | | | | | | |
| PPSN: | <table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table> | | | | | | | | | | |
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| SECTION 2 – DETAILS OF PARENT/GUARDIAN | | |
|---|---------------------|---------------------|
| | Parent / Guardian 1 | Parent / Guardian 2 |
| First Name: | | |
| Surname: | | |
| Address: | | |
| | | |
| | | |
| | | |
| | | |
| Eircode: | | |
| Telephone no. | | |
| Email address: | | |
| Relationship to prospective student: | | |
| Other contact details in case of emergency: | | |

| SECTION 3 – SPECIAL CLASS FOR STUDENTS WITH A DIAGNOSIS OF AUTISTIC SPECTRUM DISORDER (ASD) |
|--|
| <i>Please ONLY complete if you are applying for the special class. Please note that all 3 special classes are currently full and a vacancy will only arise if a student leaves the school or the programme.</i> |
| Please tick one box to confirm if this application is being made for: The special class only: <input type="checkbox"/> |
| OR The special class <u>or</u> the mainstream year group if no place in special class exists: <input type="checkbox"/> |
| Where the prospective student is seeking a place in the special class, please provide details of the special educational needs of the prospective student, including an Educational/Clinical Psychologist's report. |

SECTION 4 –APPLICATION CATEGORY

In the event of more applications being received than places available the Board of Management will allocate places in the manner described in Section 6 of the Admissions Policy (copy attached).

Please tick to indicate the correct category for this application.

| Category | Description | Tick relevant category |
|----------|--|------------------------|
| 1 | Sibling of ERC student Name: | |
| 2 | Child of current staff member, current or former Board of Management member | |
| 3 | Currently attending named feeder primary school | |
| 4 | Resident in Carrigaline, Ballygarvan, Ringaskiddy or Shanbally but attending school elsewhere or home schooled | |
| 5 | None of the above | |

Data Protection

I/ we understand that Edmund Rice College is a data controller and collects personal student data for the purpose of student identification, enrolment and communication with parents / guardians. I/ we understand that Edmund Rice College is required to return this data to the Department of Education & Skills to avail of the funding and services provided by the Department and to the State Examinations Commission to enter students for Junior Certificate/ Cycle and Leaving Certificate. Edmund Rice College undertakes to comply with the requirements of the Data Protection Act and to ensure that this data is kept securely and only used for the purpose stated. Application forms received for students who do not subsequently enrol in the school are destroyed.

I/ we agree to support the ethos and characteristic spirit of Edmund Rice College in accordance with the school's enrolment policy. I/ we understand that this application is made in accordance with the Admissions Policy of Edmund Rice College, Carrigaline, Co. Cork.

Signature(s) of Parent(s)/Guardian(s)

Date _____

| Office Use Only | |
|------------------------------|--|
| Date received | |
| Email acknowledgement | |
| PPOD entry | |

Please note:

1. The completed Application Form should be sent to:

Board of Management,
Edmund Rice College
Carrigaline
Co. Cork
P43 XC84

2. This application will be processed under the terms of the Edmund Rice College, Carrigaline Admissions Policy. The policy may be viewed on the school website www.ercarrigaline.ie or at the school office. Submission of an application form does not necessarily guarantee a place in the school.
3. Applications will be accepted between 1st October 2020 and 23rd October 2020. Applications received after this date will be treated as late applications.
4. Places in the school will be offered in writing within 21 days of the closing date for applications. When a place is offered, parents/guardians will be asked to confirm in writing their acceptance of a place. If a place is not accepted by the date specified in the letter of offer, the offer may be withdrawn.
5. Further information and documentation may be required by the school when places have been offered and accepted.

Extract from Admission Policy - Section 6

Procedure for allocating places if applications for enrolment exceed 100.

In the event that the school is oversubscribed, the school will, when deciding on applications for admission, apply the following selection criteria in the order listed below to those applications that are received within the timeline for receipt of applications as set out in the school's annual admission notice:

The number of school places in first year in any given school year will not exceed 100. Where the number of applications exceeds the number of places available, places will be allocated to on-time applicants in accordance with the following criteria:

1. Firstly, enrolment will be granted to siblings (including fostered children) of students already attending Edmund Rice College, Carrigaline and siblings of past pupils of Edmund Rice College, Carrigaline subject to the number of applications not exceeding 100. These applicants are deemed to be Category 1 applicants. The sibling must be attending Edmund Rice College, Carrigaline at the time of application and a past pupil is a pupil who completed either the Junior Cycle or Senior Cycle programme in the school prior to leaving it.
2. Secondly, enrolment will be granted to children of current staff members as well as current and former Board of Management members subject to the number of applications not exceeding 100. These applicants are deemed to be Category 2 applicants.

3. Thirdly, enrolment will be granted to all eligible students attending one of the following seven primary schools in no particular order of preference, subject to the number of applications not exceeding 100. These applicants are deemed to be Category 3 applicants:
 - Holy Well National School, Carrigaline (new school established in September 2020 following the amalgamation of Scoil Mhuire Lourdes, Carrigaline and St. John's National School, Carrigaline);
 - Gaelscoil Charraig Uí Leighin;
 - St. Mary's Church of Ireland National School, Carrigaline;
 - Carrigaline Educate Together National School;
 - Shanbally National School;
 - Ballygarvan National School;
 - Ringaskiddy Lower Harbour National School
4. Fourthly, enrolment will be granted to applicants who attend schools other than those listed above or are home schooled but who are resident in the areas of Carrigaline, Ballygarvan, Shanbally and Ringaskiddy subject to the number of applications not exceeding 100. The Board of Management reserves the right to seek proof of address. These applicants are deemed to be Category 4 applicants.
5. Fifthly, all other on time applicants subject to the number of applications not exceeding 100. These applicants are deemed to be Category 5 applicants.
6. Where applications are received from two or more siblings, if one sibling is allocated a place, all siblings will be allocated places provided the total number to be enrolled is not exceeded.
7. In the event that the number of applications exceeds 100, places will be filled by lottery. The lottery will be supervised by the Board of Management. A separate lottery will be held for each of the categories detailed above. All applications will be checked by board members to ensure they are placed in the correct lottery. All applications will be drawn from the lottery and either placed on the list of students being offered enrolment (to a maximum of 100 students) or on the waiting list. Students will be placed on these lists in accordance with the order in which they are drawn from the lottery drum.
8. Any vacancies that arise will be offered in strict numerical order to students on the waiting list.
9. Late applications will be processed only after all on-time applicants have been offered places and will be offered on a first-come, first-served basis. Late applications will be date stamped on receipt by the school. Applications received on the same date will be placed on the waiting list in order determined by lottery.

In the event that there are two or more students tied for a place or places in any of the selection criteria categories above (the number of applicants exceeds the number of remaining places), the following arrangements will apply:

Places will be filled by lottery. The lottery will be supervised by the Board of Management. A separate lottery will be held for each of the categories detailed above. All applications will be checked by board members to ensure they are placed in the correct lottery. All applications will be drawn from the lottery and either placed on the list of students being offered enrolment (to a maximum of 100 students) or on the waiting list. Students will be placed on these lists in accordance with the order in which they are drawn from the lottery drum.