*A logo of a school

Description automatically generated*

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Description automatically generated***Roll 20572K, Fitzwilliam Place North, Lower Grangegorman, Dublin 7. D07PY50**

**An Cosán Community Special School**

**APPLICATION FORM FOR ADMISSION - 2025/2026**

| ***This is an Application Form for admission and does not constitute***  ***an offer of a place, implied or otherwise.*** | |
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| Completed applications will be accepted from: | 17th February 9.20am |
| The closing date for receipt of applications is: | 14th March 3pm |

| **All Application Forms and accompanying documentation should be sent via REGISTERED POST OR HAND DELIVERED ONLY to:** | **For office use only** |
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| An Cosán Community Special School  Fitzwilliam Place North  Lower Grangegorman  Dublin 7  D07PY50  Envelope to be marked “APPLICATION” | Date received: \_\_\_\_/\_\_\_\_/\_\_\_\_\_\_\_\_  School Stamp: |

**Please ensure you return the following documents to the school to complete the application:**

An original birth-certificate (together with a copy).

Two recent proofs 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) will be accepted).

Recent psycological assessment report if available or a report from a relevant professional confirming a primary diagnosis of autism and complex needs or moderate general learning disabilities and complex needs and making clear recommendation which states that the student requires a special school setting and the reasons why this is the case.

| Please complete all sections of the following application using BLOCK CAPITALS | | | | | | | | | |
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| SECTION 1 – CHILD DETAILS | | | | | | | | | |
| *Details of the young person for whom this application is being made.* | | | | | | | | | |
| First Name: |  | | | | | | | | |
| Middle Name: |  | | | | | | | | |
| Surname: |  | | | | | | | | |
| Child’s Address: |  | | | | | | | | |
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|  | | | | | | | | |
| Eircode: |  | | | | | | | | |
| PPSN: |  |  |  |  |  |  |  |  |  |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Date of Birth:** | **Day** | | **Month** | | **Year** | | | |
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| SECTION 2 – DETAILS OF PARENT/GUARDIAN | | |
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| *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. / Ms. / Ms. *etc*.) |  |  |
| First Name: |  |  |
| Surname: |  |  |
| Address: |  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| Eircode: |  |  |
| Telephone no. |  |  |
| Email address: |  |  |
| Relationship to child: |  |  |

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| **SECTION 3 – STUDENT CODE OF BEHAVIOUR** |
| **Please confirm that the Student Code of Behaviour is acceptable to you as a parent/guardian and you shall make all reasonable efforts to ensure compliance with same by the child if s/he secures a place in the school. Please note that the Code of Behaviour can be found at** [**www.cdetb.ie**](http://www.cdetb.ie) **or from the school office.** |
| **I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ confirm that the Code of Behaviour for the school is acceptable to me as the child’s parent/guardian and I shall make all reasonable efforts to ensure compliance by the child if s/he secures a place in the school.** |

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| **SECTION 4- SPECIAL EDUCATIONAL NEEDS** | | | |
| *This information will assist in determining whether the child meets the admission requirement.*  *(Pursuant to sections 20 & 28 of the Education (Welfare) Act 2000, the school may also receive educational records of the student from a school(s) previously attended by the child).* | | | |
| **Does you child have a psychological assessment report or a report from a relevant professional confirming a primary diagnosis of autism and complex needs or moderate general learning disabilities and complex needs. YES or NO**  **Does the report have a clear recommendation which states that the child requires a special school setting and the reasons why this is the case. *YES or NO***  **Be age appropriate for the intake group as specified in the Admission Notice. YES or NO**  **Please state age:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | |
| If yes, tick which of the following describes those complex needs. Tick all that apply | | | |
| Physical disability |  | Moderate Intellectual Disability |  |
| Hearing Disability |  | Severe/Profound ID |  |
| Visual Impairement |  | Autism / Autistic Spectrum Disorder |  |
| Emotional/Behavioural difficulty/eg (ADD, ADHD, SEBD, PAD) |  | Other – Please state |  |

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| **SECTION 5-**  **SELECTION CRITERIA FOR ADMISSION IN THE EVENT OF OVERSUBSCRIPTION** |
| *In the event that the school is oversubscribed or exceeds the number of vacancies in an age-appropriate class within the school, the school will, when deciding on applications for admissions, apply the following selection criteria to those applications that are received within the timeline for receipt of applications as set out in the school’s annual admission notice.*  *The list of questions is in the order of priority as per the Admission Policy for An Cosán CSS* |
| **1.Does your child have a sibling who is currently enrolled in An Cosán CSS for the school academic year 2024/2025? YES or NO.**  **If yes, Please state siblings name:**  **2.** **Are you and your child resident in the catchment area of Dublin 7 YES or NO**  **3. Are you and your child resident in the catchment area of Dublin 9 YES or NO**  **4. All other applications YES or NO** |

| **IMPORTANT INFORMATION:**   * **You are required to submit:**  1. **An original birth-certificate (together with a copy).** 2. **Two recent proofs 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) 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.** 3. **Recent psycological assessment report if available or a report from a relevant professional confirming a primary diagnosis of autism and/or moderate/severe general learning disabilities and making clear recommendation which states that the student requires a special school setting and the reasons why this is the case.**  * **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 City of Dublin ETB, please see overleaf.** * **Should your child be placed on a waiting list for a place, their personal data may be shared with the National Council for Special Education (NCSE) for the purposes of planning for the provision of special educational placements. In order to ensure that the NCSE has access to information on all students who may require a special school placement, parents/guardians should notify the NCSE /SENO prior to making an application to a special school placement by 1st February.**      * **Please sign below to demonstrate that you have read and understood this information.** |
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**(Parent / Guardian 1) (Date)**

**(Parent / Guardian 2) (Date)**

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

| **DATA PROTECTION** |
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| The Board of Management of An Cosán Community Special School is a committee of City of Dublin ETB, Town Hall, 1-3 Merrion Road, Dublin 4 D04PP46 which is a data controller under the General Data Protection Regulations and the Data Protection Acts 1988 - 2018. The Data Protection Officer for City of Dublin ETB can be contacted at [dataprotection@cdetb.ie](mailto:dataprotection@cdetb.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 City of DublinETB is subject. The requirement to provide a birth certificate is in accordance with the Department of Education and Skills’ Primary Circular 24/02, which require all primary schools to obtain and keep a copy of a student’s birth certificate. The processing of the personal data supplied on this Application Form is therefore carried out in line with Articles 6(c) and 6(e) of the General Data Protection Regulation.  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 City of Dublin ETB and externally with the NCSE and/or NEPS 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 child 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 City of Dublin ETB Data Retention Policy, which can be found at www.cdetb.ie    A copy of the full City of Dublin ETB Data Protection Policy is available from [www.cdetb.ie](http://www.cdetb.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 City of Dublin 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. |
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1. **APPLICATION FORM**

| **SECTION 1 – CHILD 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 re: 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 – STUDENT CODE OF BEHAVIOUR**  A parent’s/guardian’s signature is sought to confirm in writing that the school’s Code of Behaviour “*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- SPECIAL CLASS**  These details are sought pursuant to the school's / ETB’s statutory obligations under section 61(2)(f) of the Education Act 1998 as amended by section 9 of the Education (Admission to Schools) Act 2018, which states that “*a school that, in addition to the general admission of students has, with the approval of the Minister, established a class to provide an education exclusively for students with a category or categories of special educational needs specified by the Minister*”. The Act also states that “*the admission statement of the school shall include a statement that the school may refuse to admit to the class concerned a student who does not have the specified category of special educational needs concerned*”.  This information is also sought to assist the school in providing education to the child in line with the ETB’s function under the Education and Training Board Act 2013 and the school’s function under the Education Act 1998 to “*provide education to students which is appropriate abilities and needs*”.  Such documentation is also sought pursuant to the school's / ETB’s statutory obligations under the Education for Persons with Special Educational Needs Act 2004 section 3(5) in particular which states that “*where an assessment carried out in accordance with subsection (4) establishes that the student concerned has special educational needs, the principal shall” … “cause a plan to be prepared for the appropriate education of the student (in this Act referred to as an ‘education plan’* ”.  This information may also be shared with:   1. the Minister for Education and Skills or an tÚdarás un Árd-Oideachas in accordance with S.I. No. 317/2015 – Social Welfare (Consolidated Claims, Payments and Control) (Amendment) (No. 4) (Sharing of Information) Regulations 2015, which amended Article 189 of the Social Welfare (Consolidated Claims, Payments and Control) Regulations 2007 (S.I. No. 142 of 2007); 2. NCSE / NEPS for the purpose of determining admission to the special class where the selection criteria being considered is “greatest level of educational need…”.   **SECTION 5- SELECTION CRITERIA FOR ADMISSION IN THE EVENT OF OVERSUBSCRIPTION**  **Child’s age**  This is only required where the child is applying to enter Junior Infants in where the school gives priority to older children applying to Junior Infants and in accordance with the school’s statutory functions under the Education (Welfare) Act 2000 and the Education and Training Boards Act 2013.  **Child’s address**  This is sought for the purpose of determining whether the child 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 (Admissions to Schools) Act 2018.  **Child’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 Education Act 1998 as inserted by section 9 of the Education (Admission to Schools) Act 2018.    **Child’s parent or grandparent information**  This information where the parent or grandparent have previously attended the school, is required in accordance with section 62(10)(b) of the Education Act 1998 as inserted by section 9 of the Education (Admission to Schools) Act 2018.  **IMPORTANT INFORMATION**  **Birth Certificate**  See section 5 above.  **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.) |
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| **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*”. |