

Application form 2019/2020

<i>This is an application form for admission and does not constitute an offer of a place, implied or otherwise.</i>	
Completed applications will be accepted from:	31 st May 2019
The closing date for receipt of applications is:	

FOR COMPLETION BY SCHOOL ADMINISTRATION ONLY	
Date	School Stamp

Please complete all sections and email to rivervalleycns@ddletb.ie										
SECTION 1 - APPLICANT DETAILS										
<i>Details of the young person for whom this application is being made</i>										
First Name:										
Middle Name:										
Surname:										
Address:										
Eircode:										
PPSN:										
Date of Birth:	Day		Month		Year					
Proposed Class:	(e.g. Junior Infants, First Class etc.)									

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 email will be sent (to parent/guardian 1) regarding application

	Parent / Guardian 1	Parent / Guardian 2
First Name:		
Surname:		
Address:		
Eircode:		
Telephone no.		
Email address:		
Relationship to Applicant		

Please confirm that the Code of Behaviour is acceptable to you and you shall make all reasonable efforts to ensure compliance by the Applicant if s/he secures a place in the school. Please note that the Code of Behaviour can be obtained from the school principal

I _____

confirm that the Code of Behaviour for the school is acceptable to me and I shall make all reasonable efforts to ensure compliance by the applicant if s/he secures a place in the school

IMPORTANT INFORMATION:

- You are required to submit:

A scan or clear photograph of

1. Long from birth certificate/ passport
2. **Two** of the following as proof of address
(must be in the name of parents/guardians and dated within three months of application):
 - a. Electricity Bill
 - b. Gas Bill
 - c. Landline Telephone Bill (Mobile phone bill not accepted)

3. **One** of the following as proof of address
(must be in the name of parents/guardians and dated within three months of application)

- Bank statement
- Correspondence for State Agency

- All applications should and documents must be emailed to rivervalleycns@ddletb.ie
- Failure to do so will result in the application being declared null and void
- 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 your responsibility to inform the school of any change in contact information or circumstances relating to this application.
- Please sign below using an electronic signature to demonstrate that you have read and understood this information. For information on how to create an electronic signature [hit Ctrl and Click here](#)

(Parent / Guardian 1)

(Date)

(Parent / Guardian 2)

(Date)

DATA PROTECTION

The Board of Management of River Valley CNS is a committee of DDLETB, Tuansgate, Belgard Square, Tallaght, Dublin 24 which is a data controller under the General Data Protection Regulations and the Data Protection Acts 1988 - 2018. The Data Protection Officer for DDLETB is Jennifer Conway and can be contacted at the above address.

The personal data supplied on this Application Form is required for the purpose of:

- 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 DDLETB is subject. The processing of the personal data supplied on this Application Form is therefore carried out in line with Article 6(c) 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 this Application Form may be communicated internally within DDLETB 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 Applicant 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 DDLETB's Data Retention Policy.

A copy of the full DDLETB Data Protection Policy is available on request.

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 DDLETB 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.