

ASSOCIATION OF COMMUNITY AND COMPREHENSIVE SCHOOLS STANDARD
 SCHOOL APPLICATION FORM for Admission to years other than 1st Year 2026/2027

Rosmini Community School



PLEASE FILL OUT DETAILS IN BLOCK CAPITALS

Completed applications will be accepted from:

Friday 1st May 2026

The closing date for receipt of applications is:

Tuesday 19th May 2026 @12.00p.m.

Email: admissions@rosmini.ie

Data Protection

The personal data required from you on this admissions form (**PART1**) is required for the purposes of: -

- fulfilling our legal obligation to provide an education to students
- student enrolment and student registration
- allocation of teachers and resources to the school
- school administration
- to fulfil our other legal obligations
- to process appeals, resolve disputes and defend litigation etc.

1. You have the following statutory rights that can be exercised at any time:

- (a) Right to complain to supervisory authority.
- (b) Right of access.
- (c) Right to rectification.
- (d) Right to be forgotten.
- (e) Right to restrict processing.
- (f) Right to data portability.
- (g) Right to object and automated decision making/profiling.

For further information please see our school Data Protection Policy on our website. Should you wish to discuss anything in regard to Data Protection, please contact the Principal via the school office email: info@rosmini.ie

Data Sharing:

Schools in areas of high demand may be requested to share data on applications for admissions with each other, the Department of Education and Youth (DEY) / the National Council for Special Education (NCSE) (in respect of applications for admission to special classes).

Please read the Department of Education and Youth (DEY) Personal Data Fair Processing Notice here in relation to personal data we are legally obliged to share with DEY <https://www.gov.ie/en/circular/f5adff-fair-processing-notice-to-explain-how-the-personal-data-of-students/>

Under the provisions of the Infectious Diseases (Amendment) (No. 3) Regulations 2024 (SI 735 of 2024) and the Health Provision of Information for Health Examination and Treatment Service) Regulations 2024 (SI 750 of 2024), when a request is made by the HSE, the school must share relevant personal data: the name, address, date of birth and sex of the pupil; the mother's birth surname; full contact details of their parent/guardian; the pupil's PPSN (if any); the name of the school which the pupil attends and the school roll number. Please ensure sure that you read our school Data Protection Policy for full information on the above. The Policy is available on the school's website
 Protection, please contact the Principal via the school office email: info@rosmini.ie

**OFFICE RECEIPT DATE STAMP
AND TIME**

1. PERSONAL DETAILS (required for stage 1 of application process) **PLEASE FILL OUT DETAILS IN BLOCK CAPITALS**

Student Surname																			
Student First Name																			
Home Address																			
	EIRCODE:																		
County																			
Date of Birth																			
Birth Certificate Forename (if different to above)																			
Birth Certificate Surname (if different to above)																			
Mother's Maiden Name																			

2. EDUCATIONAL DETAILS (required for stage 1 of application process) **PLEASE FILL OUT DETAILS IN BLOCK CAPITALS**

NAME OF SCHOOL (currently attending)																			
ADDRESS OF SCHOOL (currently attending)																			
Year for which you are applying:																			
Roll Number of School (currently attending)																			

3. FAMILY DETAILS (REQUIRED FOR SCHOOL ENROLMENT AND PARENTAL CONTACT PURPOSES)

	Parent/Guardian 1									Parent/Guardian 2									
Surname																			
Name(s)																			
Relationship to child (mother/father/other guardian)																			
Phone Number																			
Please pick one mobile number for Messaging	<input type="checkbox"/>									<input type="checkbox"/>									
To ensure you received import text messages, please keep the school updated on any changes to your mobile number and email address																			
Contact E-mail Address																			
Contact E-mail Address																			

Postal Address (if different from above)		
CORRESPONDENCE SHOULD BE ADDRESSED TO	Parent / Guardian 1 <input type="checkbox"/> OR Parent / Guardian 2 <input type="checkbox"/> OR Both parents/guardians <input type="checkbox"/>	_____ State above Correspondence title i.e. Mr. & Mrs/Mrs/Mr + specify surname).
Does the child have any brothers/Sisters currently attending this school?	Name, Age, Class/Year	
	Name, Age, Class/Year	
	Name, Age, Class/Year	

"I DECLARE THAT ALL OF THE ABOVE INFORMATION IS TRUE AND CORRECT"

Signature: _____
 Parent/Guardian

Date: _____

PRINT NAME: _____

CHECKLIST - Have you enclosed:-

ORIGINAL Birth Cert of student (for photocopying by our office).

Tick the boxes and signed all relevant sections.

Enclosed copies of 2 of the most recent reports from current school

Enclosed 2 original (different) current Utility

Bills of home address i.e.

Electricity, Gas, Landline Phone bill, ONLY (to be presented for photocopying by our office staff).

Failure to complete form fully and supply all necessary documentation will deem application invalid.

If/when a letter of offer is issued, we will require further information with regard to your son/daughter (i.e. part 2 of the Admissions Application must be completed fully and returned to the school – this form will be enclosed with the letter of offer).

If you send application via email with scanned birth cert, original must be shown during registration

Email: admissions@rosmini.ie