



St Joseph's Secondary School
ANNUAL ADMISSION NOTICE
in respect of admissions to the 2025/2026 school year
Admission Policy and Application Form

A copy of the school's **Admission Policy** and the **Application Form** for Admission for the 2024/2025 school year is available as follows: -

To download at: www.stjosephsspanishpoint.com

On request: By emailing admin@stjosephsspanishpoint.com or writing to:

Principal, St Joseph's Secondary School, Spanish Point, Co Clare

PART 1 -Admissions to the 2025/2026 school year

Application and Decision Dates for admission to the 2025/2026 school year

The following are the dates applicable for admission to First Year

The school will commence accepting applications for admission on	01/10/2024
The school shall cease accepting applications for admission on	02/12/2024
The date by which applicants will be notified of the decision on their application is	12/12/2024
The period within which applicants must confirm acceptance of an offer of admission is	18/12/2024

Note: the school will consider and issue decisions on late applications in accordance with the school's admission policy.

Number of places being made available in the 2023/2024 school year

The number of places being made available in first year	60
The number of residential places is (boarding schools only)	N/A
The number of non-residential places is (boarding schools only)	N/A
The number of places being made available in the special class* catering for children with Autism	2



APPLICATION FORM FOR ADMISSION - FIRST YEAR 2025/2026

This is an application form for admission and does not constitute an offer of a place, implied or otherwise. Use of the word 'student' throughout this Application Form does not imply that the person on whose behalf this application is being made is regarded as having been accepted as a student of St Joseph's Spanish Point

Completed applications will be accepted from:	01/10/2024
The closing date for receipt of applications is:	02/12/2024

All Application Forms and accompanying documentation should be sent to:	For office use only
St Joseph's Secondary School, Spanish Point, Miltown Malbay, Co. Clare V95 NW 01	Date received: ____/____/____ School Stamp:

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:								
Surname:								
Date of Birth:								
Student Address:								
PPSN:								

SECTION 2 – DETAILS OF PARENT/GUARDIAN

This section is NOT required to be completed where the student is over 18, unless s/he wishes the school to communicate with his/her parent/guardian about this application instead of directly with the student. The 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
First Name:		
Surname:		
Telephone no.		
Email address:		

SECTION 3 – SPECIAL CLASS

*The special class in St Joseph’s Spanish Point teaches students who have one or more of the following special educational needs: Autism Spectrum Disorder
Please ONLY complete if you are applying for the special class.*

Please confirm if this application is being made for:

The special class only: **OR** The special class or the mainstream year group:

Where the student is seeking a place in the special class, please provide details of the special educational needs of the student, including an Educational/Clinical Psychologist’s report.

SECTION 4 – SELECTION CRITERIA FOR ADMISSION IN THE EVENT OF OVERSUBSCRIPTION

This information will assist in determining whether the student meets the admission requirements in accordance with the order of priority as set out in the Admission Policy for St Joseph’s Spanish Point.

A. If the student currently has any siblings in this school, please indicate their names and current year of study.

(i) Name:			
Year:			

B. If the student has previously had any siblings in this school, please indicate their names and years of attendance.

(i) Name:			
Year(s):			

C. Please provide details of the primary school attended by the student.

School name:	
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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 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.

• Signed: _____ Date: _____

NOTE: Should the student receive a place in St. Joseph’s Spanish Point there is no guarantee that the student will be assigned his/her selected subject choice due to resource issues and/or restrictions on the numbers of students per class.

DATA PROTECTION

The Board of Management of St Joseph's Spanish Point which 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;
- 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 St Joseph's Spanish Point 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 St Joseph's Spanish Point 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, in line with St Joseph's Spanish Point's Data Retention Policy, which can be found at www.stjosephsspanishpoint.com

A copy of the full Data Protection Policy is available at www.stjosephsspanishpoint.com 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 St Joseph's Spanish Point 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.