



Date of Birth:	Day		Month		Year			

**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
Prefix: (e.g. Mr. / Ms. / Ms. etc.)		
First Name:		
Surname:		
Address:		
Eircode:		
Telephone no.		
Email address:		
Relationship to student:		

**SECTION 3 – STUDENT CODE OF BEHAVIOUR**

Please confirm that the Student Code of Behaviour is acceptable to you as a parent/guardian and that you shall make all reasonable efforts to ensure compliance of same by the student if s/he secures a place in the school. Please note that the Code of Behaviour can be found at [www.athlonecc.ie](http://www.athlonecc.ie) or from the school office.

I \_\_\_\_\_ confirm that the Code of Behaviour for the school is acceptable to me as the student's parent/guardian and I shall make all reasonable efforts to ensure compliance by the student if s/he secures a place in the school.

**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 applicable section of Part B of the Admission Policy for Athlone Community College.*

**A. Please confirm the student's address for the purpose of determining whether s/he resides in the catchment area. Please note that recent proof of address will be required in support of this. (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**

<b>Address:</b>	

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

<b>Name:</b>		<b>Year:</b>
<b>Name:</b>		<b>Year:</b>
<b>Name:</b>		<b>Year:</b>
<b>Name:</b>		<b>Year:</b>

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

<b>School name:</b>	
<b>School address:</b>	

**IMPORTANT INFORMATION:**

- You are required to submit:
  - (i) An original long birth-certificate (together with a copy), and
  - (ii) Recent proof 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.
- 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 LWETB, please see overleaf.
- Please sign below to demonstrate that you have read and understood this information.

*NOTE: Should the student receive a place in Athlone Community College 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.*

\_\_\_\_\_  
(Parent / Guardian 1)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Parent / Guardian 2)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Student [where over 18])

\_\_\_\_\_  
(Date)

**OFFICE USE ONLY**

Date Application Received:

Checked by:

Date entered on School Database:

Entered by:

## DATA PROTECTION

The Board of Management of Athlone Community College is a committee of LWETB, Marlinstown Business Park, Mullingar, Co. Westmeath, which is a data controller under the General Data Protection Regulations and the Data Protection Acts 1988 - 2018. The Data Protection Officer for LWETB can be contacted at [dpo@lwetb.ie](mailto:dpo@lwetb.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 LWETB is subject. In addition, under section V of the Department of Education and Skills' Rules and Programme for Secondary Schools 2004/05, a Principal is required to obtain a "*certified extract from*" the "*public register of births*" in relation to students. Therefore, the school requires sight of the child's long-form 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 this Application Form may be communicated internally within LWETB 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 LWETB's Data Retention Policy, which can be found at [www.lwetb.ie](http://www.lwetb.ie).

A copy of the full LWETB Data Protection Policy is available at <http://longfordwestmeath.etb.ie/wp-content/uploads/sites/19/2018/05/Data-Protection-Policy.pdf> 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 LWETB 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.

### Photographic, Video Image and Artwork Consent Form

The school takes and keeps photographs/videos of students and of school events, activities and achievements over the years, in the interests of creating an historical record of life at the school, and of promoting the school and inspiring fellow students. These may be published on our school's or LWETB's website or social media page, or in brochures, yearbooks, newsletters, local and national newspapers and similar school-related productions.

Student images may be identified in print, but images published online will not be named or identified in any way other than by group e.g. "Finalist basketball team." Staff will comply with Child Protection issues when taking and using images, and all online media promotion on behalf of the school is underpinned by our Internet Safety Policies which can be located at [www.athlonecc.ie](http://www.athlonecc.ie). LWETB is a data controller for the purposes of the Data Protection Act 2018. For any questions about your Data Protection rights, including the right to have images deleted, please contact [dp@lwetb.ie](mailto:dp@lwetb.ie)

**Athlone Community College** asks that parent(s)/guardian(s) consent to their child being featured in photographic and video material and for the display of their art/project work. Where a student is 18 or older, they can give such consent themselves. Consent can be withdrawn at any time — simply contact the school and advise us, and we will no longer use and display the image or artwork/ project work. However, be aware that some previous uses cannot be undone e.g. if a photograph has already been published and circulated in print.

#### **Photographs/Videos**

If you consent to having your/your child's image used as described above, please tick here a

(You can change your mind about this any time in the future — just let the school know)

If you do not consent to having your/your child's image used as described above, please tick here a

If you consent to having your/your child's image taken and included in school records, but would prefer not to have the images appear on the school website, in school brochures, yearbooks, newsletters etc., please tick here a

#### **Displaying coursework/artwork/projects**

If you consent to us displaying your/your child's work, please tick here

(You can change your mind about this any time in the future — just let the school know)

If you **do not** consent to us displaying your/your child's work, please tick here

In circumstances not listed above where the student's photographs or videos are sought, consent as a will be requested separately at a later date.

**Student's Name:** \_\_\_\_\_

**Name of Parent(s)/Guardian(s) (if student under 18):** \_\_\_\_\_

**Signature: (of student if 18 or over):** \_\_\_\_\_

**Date:** \_\_\_\_\_