



Drumshanbo Vocational School

Co Leitrim

Ireland

www.dvs.ie

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e-mail: info@dvs.ie



etbi

Education & Training
Boards Ireland
Boird Oideachais &
Oiliúna Éireann

FIRST YEAR APPLICATION FORM FOR ADMISSION - 2020/2021

This is an application form for admission and does not constitute an offer of a place, implied or otherwise.

Completed applications will be accepted from:	July 2019
Latest date by which forms should be submitted:	March 31 st 2020

Please complete all sections of the following application using **BLOCK CAPITALS**

SECTION 1 - APPLICANT DETAILS

Details of the young person for whom this application is being made.

First Name:									
Middle Name:									
Surname:									
Address:									
Eircode:									
PPSN:									
Date of Birth:	Day		Month		Year				

SECTION 2 – DETAILS OF PARENT/GUARDIAN

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
Relationship to Applicant		
Prefix: (e.g. Mr. / Mrs. / Ms. etc)		
First Name:		
Surname:		
Address:		
Eircode:		
Daytime Tel No.	<input type="text"/>	<input type="text"/>
Mobile Number	<input type="text"/>	<input type="text"/>
Tick which number is to be used for SMS Texts	<input type="checkbox"/>	<input type="checkbox"/>
Email address:	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>

SECTION 3 – CLASS FOR SPECIAL EDUCATION NEED(S)

This school has a class for students on the autism spectrum. Please indicate if this application is for that class: Yes

No

SECTION 4 - ADMISSIONS CRITERIA

In addition to the Applicant's address, the following information will assist in determining whether the Applicant meets the admission requirements. The list of questions is not in order of priority.

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

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

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C. Please provide name and address of the Primary School attended by the Applicant.

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D. If the Applicant is seeking a place in a special class, please provide details of the special educational need(s) of the Applicant.

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E. By signing below you are confirming 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 found at www.dvs.ie or from the school office.

IMPORTANT INFORMATION:

- You are required to submit:
 - (i) An original long birth-certificate (together with a copy)
- You *may* be required to submit recent proof of address (eg: Recent utility bill)
- 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 to demonstrate that you have read and understood this information and accept the Code of Behaviour.
- All applications and accompanying documentation should be sent to: Admissions, Drumshanbo Vocational School, Co Leitrim

(Parent / Guardian 1)

(Date)

(Parent / Guardian 2)

(Date)

FOR COMPLETION BY SCHOOL ADMINISTRATION ONLY	
Date	School Stamp

DATA PROTECTION

The Board of Management of Drumshanbo Vocational School, a Committee of Mayo, Sligo & Leitrim Education and Training Board, Newtown, Castlebar, Co Mayo, is a data controller under the General Data Protection Regulations and the Data Protection Acts 1988 - 2018. The Data Protection Officer for MSLETB can be contacted at 094 9024188 or dataprotection@msletb.ie.

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 MSLETB 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 MSLETB 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 MSLETB's Data Retention Policy, which can be found at mayosligoleitrim.etb.ie/about-us/data-protection/.

A copy of the full MSLETB Data Protection Policy is available at www.dvs.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 MSLETB 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.