



Application Form First Year 2024/25

PLEASE COMPLETE IN BLOCK CAPITALS

Completed forms must be received between 14th and 28th March by 3:40pm. Applications received after March 28th at 3:40pm will be treated as late applications –

Applicants should read the school's Admission Policy, which is available on www.stlouiscmx.com prior to completing the application form. Completion of this application does not guarantee admission.

The information requested on the application form is required in order to process your application for admission to the school. The information provided by you will be treated confidentially and processed in line with the school's Admission Policy.

Any personal data provided on this form will be used to

- (i) identify applicants
- (ii) process an application in line with the school's admissions policy
- (iii) communicate with parents/guardians in respect of an application
- (iv) Notify parents/guardians of the outcome of an application.

The information will be retained for an appropriate period thereafter to address any potential queries arising from the application process or added to the student's school file in the case of successful applicants.

In accordance with section 66(6) of the Education Act 1998, as amended, personal data relating to applications for admission may be shared with the board of management of another school or the patron in order to facilitate the efficient admission of students. This information may include the date on which an application was received by the school, the date on which an offer was made and the date on which an offer was accepted. Personal information concerning applicants may also be shared, including their name, address, date of birth and PPS number.

Further information on the handling of your personal data, including how to exercise your rights under GDPR, is set out in the school's Data Protection Policy, which is available on www.stlouiscmx.com

Thank you for taking the time to apply to St. Louis Secondary School

For Office Use Only:

Date of Receipt: _____

Processed by: _____

Time of receipt: _____

School Stamp

1. PERSONAL DETAILS (required for stage 1 of application process)

Student Surname	
Student First Name	
Home Address	
	EIRCODE:
Date of Birth	
Birth Cert Attached	Yes <input type="checkbox"/> No <input type="checkbox"/> <i>(Please tick ✓ appropriate box)</i>
Birth Certificate First Name <i>(if different to above)</i>	
Birth Certificate Surname <i>(if different to above)</i>	
Mother's Maiden Name	

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

	Parent/Guardian 1	Parent/Guardian 2
Surname		
Name(s)		
Relationship to child (<i>mother/father/other guardian</i>)		
Phone Number		
Mobile Number for Messaging from School		
Contact E-mail Address		
Postal Address (<i>if different from above</i>)		
CORRESPONDENCE SHOULD BE ADDRESSED TO	<p><i>Mother</i> <input type="checkbox"/> <i>OR</i></p> <p><i>Father</i> <input type="checkbox"/> <i>OR</i></p> <p><i>Both parents/guardians</i> <input type="checkbox"/></p> <p>Name for correspondence: _____</p> <p>Number to which text message/s will be sent: _____</p> <p>_____</p>	

3.1 Does the student currently have a sister(s) attending the school?

Yes ___ No ___

If YES, please provide name(s) and class/year(s)

Student Name	Class / Year

3.2 Does the student currently have a sister(s) that previously attended the school?

Yes ___ No ___

If YES, please provide names and year he/they attended/left school

Name	Year Attended	Year Left

3.3 Does the student have a Parent who is a past pupil of the school?

Yes ___ No ___

If YES, please provide names and year he/they attended/left school

Name	Year Attended	Year Left

3.4 Does the student have a Parent who is a permanent staff member of St. Louis, Carrickmacross

Name of staff member	Year Permanent	Position

3.5 Name of Primary School

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

Signature: _____

Date: _____

Parent/Guardian

PRINT NAME: _____

CHECKLIST - Have you enclosed:-

- ORIGINAL Birth Certificate of student (For photocopying by our office)

- Ticked the boxes and signed all relevant sections.

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

PLEASE NOTE:

The application process is in two parts.

If/when a letter of offer is issued, we will require further information with regard to your daughter. This document (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.

