St Joseph's College
Borrisoleigh
Thurles
Co. Tipperary

Student Name:	**Primary School:**

APPLICATION FORM FOR ADMISSION TO FIRST YEAR – 2027/2028

This is an application form for admission to First Year 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 College.	
Completed applications will be accepted from:	15th October 2026
The closing date for receipt of application is:	

All Application Forms and accompanying documentation should be sent to:	**For office use only**
Admissions St Joseph's College Borrisoleigh Thurles Co. Tipperary E41WC99	Date received: / / School stamp:

Please ensure you attach the following documents to complete the application:

- ☐ An original long birth-certificate (together with a copy).
- ☐ If applying for the Special Class, a Relevant Report completed within the previous 24 months, containing the mandatory elements set out in the Admission Policy
- ☐ If applying for the Special class, documentation from the NCSE (National Council for Special Education) confirming that the student is known to the NCSE and has the required diagnosis and recommendation for a special class.
- ☐ If applying for the Special class and currently enrolled in an ASD class in primary school, a letter to state this from the principal of the primary school.

Please complete all sections of the following application using BLOCK CAPITALS	
SECTION 1 - PROSPECTIVE STUDENT DETAILS	
First Name:	
Middle Name:	
Surname:	
Student Address:	
Eircode:	
PPSN:	
Date of Birth:	
Current Primary School:	
Current Class/Year:	

B. If the student currently has any siblings in this school, please indicate their names and current year of study.	
1. Name	
Year	
2. Name	
Year	
3. Name	
Year	
4. Name	
Year	

C. Please provide the name of the parent/guardian of the student where they are a member of staff of the school.

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: (Mr/Ns/Mrs etc..)		
First Name:		
Surname:		
Address:		
Eircode:		
Telephone No.:		
Email address:		
Relationship to student:		

SECTION 3 – SPECIAL CLASS

The special class in St Joseph's College teaches students who have complex/severe educational needs arising from the following diagnosis: Autism Spectrum Disorder (ASD)

*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 and/or the mainstream year group: ☐
(Tick this box if you are applying for a place in the mainstream class even if there are no places in the special class.)

Where the student is seeking a place in the special class, please provide details below of the complex/severe educational need(s) of the student.

A Relevant Report, containing the mandatory elements set out in the Admission Policy, completed within the last 24 months, must also be provided to the school with this Application Form so as to be considered for admission to the special class. (If the student has been in a special class in primary school, the Relevant Report is not required to have been completed within the last 24 months.)

If applying for the Special class, documentation from the NCSE (National Council for Special Education) confirming that the student is known to the NCSE and has the required diagnosis and recommendation for a special class must be included with the application.

If applying for the Special class and currently enrolled in an ASD class in primary school, a letter to state this from the principal of the primary school must be included with the application.

SECTION 3A – SELECTION CRITERIA FOR ADMISSION TO THE SPECIAL CLASS IN THE EVENT OF OVERSUBSCRIPTION

This information will assist in determining whether the student meets the admission requirements for the special class in accordance with the order of priority as set out in the applicable section of Part B of the Admission Policy for St Joseph's College.

Please **ONLY** complete if you are applying for the special class.

Confirm if your child was enrolled in the Special Class catering for ASD in Primary school	Yes my child was enrolled in the special class catering for ASD in Primary School and a letter is attached from the primary school to confirm this ☐	My child was not enrolled in the special class catering for ASD in Primary School ☐
School Address:		

IMPORTANT INFORMATION:

You are required to submit:

1. An original long Birth Certificate (together with a copy).

2. If applying for the Special Class, a Relevant Report completed within the applicable timeframe, containing the mandatory elements set out in the Admission Policy.

3. If applying for the Special Class, documentation from the NCSE (National Council for Special Education) confirming that the child is known to the NCSE and has the required diagnosis and recommendation for a Special Class, in addition to a Relevant Report.

4. If applying for the Special class and currently enrolled in an ASD class in primary school, a letter to state this from the principal of the primary school.

1. 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.

2. Incomplete applications will not be processed by the school, in line with the Admission Policy.

3. Please understand that it your responsibility to inform the school of any change in contact information or circumstances relating to this application.

4. For information regarding how personal data is processed by the school,
please see overleaf.

Please sign below to demonstrate that you have read and understood this information.

NOTE: Should the student receive a place in St Joseph's 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.

Please sign below

We/I declare the information provided in this application to be a true and accurate statement. We/I agree to be bound by the Code of Behaviour and school policies at St. Joseph's College.

Parent/Guardian 1	**Date**
Parent/Guardian 2	**Date**

OFFICE USE ONLY

Date Application Received:

Checked by:

DATA PROTECTION

The Board of Management of St Joseph's College, Pallas Street, Borrisoleigh, Co. Tipperary E53FW99 is a data controller under the General Data Protection Regulations and the Data Protection Acts 1988 - 2018. The Data Protection Officer for St Joseph's College is Michael Collins and can be contacted at St Joseph's College, Pallas Street, Borrisoleigh, Co. Tipperary E53FW99.

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 College 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, or as part of, this Application Form may be communicated internally within St Joseph's College and externally with the NCSE and/or NEPS for the purpose of determining the applicability of the selection criteria and/or allocating places in special classes, 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. It may also be shared with Tusla Education Support Services for the purpose of assisting the student with education and training opportunities, in line with section 28 of the Education (Welfare) Act 2000.

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 College's Data Retention Policy.

A copy of the full St Joseph's College Data Protection Policy is available at https://www.stjosephscollege.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 and 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 College 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.