



etb
Education & Training
Boards
Boird Oideachais &
Oiliúna



APPLICATION FORM FOR ADMISSION To First Year – 2027/2028

**An online application can be submitted through the school website under
downloads/enrolment forms**

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 a having been accepted as a student of St. Ailbe's School

Completed applications will be accepted from:

01 October 2026

The closing date for receipt of applications is:

13 November 2026

**All Application Forms and accompanying documentation
should be sent to:**

St. Ailbe's School
Rosanna Road
Tipperary Town
Co Tipperary

For office use only

Date received:

____/____/____

School Stamp:

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

- ☐ An copy of the long birth-certificate
- ☐ 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.

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:										

SECTION 2 – DETAILS OF PARENT/GUARDIAN		
<i>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.</i>		
	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.stailbes.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 – STUDENT'S GENDER

Please confirm the student's gender or gender identity for the purpose of determining eligibility in line with the school's Admission Policy.

Male

☐

Female

☐

SECTION 5 – SELECTION CRITERIA FOR ADMISSION IN THE EVENT OF OVERSUBSCRIPTION

This information will assist in determining whether the student meets the admission requirements for the mainstream year group in accordance with the order of priority as set out in the applicable section of Part B of the Admission Policy for St Ailbe's School

Note: if the application is being made for the special class only, this section does not have to be completed. However, if the application is being made for the special class and/or the mainstream, this section and the next section must be completed

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

(i) Name:

Year:

(ii) Name:

Year:

(iii) Name:

Year:	
(iv) Name:	
Year:	

B. Please provide details of the primary school attended by the student	
School name:	
School address:	
Please confirm that the student attended this primary school for all of 5th class (and is now in 6th class in this school). Please be advised that the primary school will be asked for confirmation of same.	☐ Yes ☐ NO

SECTION 6 – SPECIAL CLASS
<i>The special class in St. Ailbe's School teaches students who have a primary diagnosis of: Autism/ Autistic Spectrum Disorder</i> <i>Please <u>ONLY</u> complete if you are applying for the special class.</i>
Please confirm if this application is being made for: The special class only: ☐ <u>OR</u> The special class <u>or</u> the mainstream year group: ☐
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. Please set out the details of complex/severe special educational need/s of the Student:



SECTION 6A – 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 Ailbe’s School

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

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

(i) Name:

Year:

(ii) Name:	
Year:	
(iii) Name:	
Year:	
(iv) Name:	
Year:	

TEMPLATE

IMPORTANT INFORMATION:

You are required to submit:

- 1) A copy of the Birth Certificate**
 - 2) If applying for the Special Class, a Relevant Report completed within the relevant timeframe (where applicable), 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.**
- 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.
 - Incomplete applications will not be processed by the school, in line with the Admission Policy.
 - 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 personal data is processed by the school and Tipperary ETB, 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 Ailbe's school, 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:

DATA PROTECTION

The Board of Management of St. Ailbe's School is a committee of Tipperary ETB, Church Road, Nenagh, Co Tipperary, which is a data controller under the General Data Protection Regulations and the Data Protection Acts 1988 - 2018. The Data Protection Officer for Tipperary ETB is Ms. Fiona Cambell and can be contacted at dataprotection@tipperaryetb.ie or 067-40022.

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 Tipperary ETB 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 Tipperary ETB 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, and/or the Department of Education, 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 Tipperary ETB's Data Retention Policy, which can be found at <http://tipperary.etb.ie/about-us/data-protection/>

A copy of the full Tipperary ETB Data Protection Policy is available at <http://tipperary.etb.ie/about-us/data-protection/> 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 Tipperary ETB 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.

Date entered on School Database:

Entered by:

TEMPLATE