



APPLICATION FORM FOR ADMISSION – 2025/2026

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 having been accepted as a student of Bush Post Primary School.

Completed applications will be accepted from:

2/10/2024

The closing date for receipt of applications is 4.00pm on:

15/11/2024

All Application Forms and accompanying documentation should be sent to:	For office use only
Bush Post Primary Riverstown Dundalk Co. Louth A91 W320	Date received: ____/____/____ School Stamp:

[Please ensure you return the following documents to the school to complete the application:

- An original birth certificate (together with a copy)
- Recent proof of address (only registered utility bills for the address dated within the last three months and in the name of the parent(s)/guardian(s) will be accepted).

Please tick the Year Group the student is applying to enter:

- | | | |
|--------------------------------------|---|---|
| <input type="checkbox"/> First Year | <input type="checkbox"/> Transition Year | <input type="checkbox"/> Sixth Year |
| <input type="checkbox"/> Second Year | <input type="checkbox"/> Fifth Year | <input type="checkbox"/> L.C.A.* (Sixth Year) |
| <input type="checkbox"/> Third Year | <input type="checkbox"/> L.C.A.* (Fifth Year) | *LCA = Leaving Certificate Applied |

If you selected L.C.A (Fifth Year) or L.C.A (Sixth Year) above, please also confirm if this application is being made for:

LCA only:

OR

LCA or the mainstream Year Group:

Please complete all sections of the following application using BLOCK CAPITALS

SECTION 1 - PROSPECTIVE STUDENT DETAILS

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

First Name:								
Middle Name:								
Surname:								
PPSN:								
Student Address								
Eircode								
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 Including Eircode:		
Telephone no.		
Email address:		
Relationship to student:		

SECTION 3 – STUDENT BEHAVIOUR FOR LEARNING CODE (CODE OF BEHAVIOUR)

Please confirm that the Student Behaviour for Learning Code (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.bpps.ie or from the school office.

I _____ confirm that the Behaviour for Learning Code (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 Bush Post Primary.

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 for the address, dated within the last three months and in the name of the parent(s)/guardian(s) will be accepted.) [This can only be used if “catchment area” is selected under “selection criteria” in the school’s Admission Policy. Delete this instruction.]

Address:	

B. If the student currently has any siblings in this school, please indicate their names and current year of study. [This can only be used if selected under “selection criteria” in the school’s Admission Policy. Delete this instruction.]

(i) Name:	
Year:	
(ii) Name:	

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

C. If the student has previously had any siblings in this school, please indicate their names and years of attendance. [This can only be used if selected under “*selection criteria*” in the school’s Admission Policy. Delete this instruction.]

(i) Name:	
Year(s):	
(ii) Name:	
Year(s):	

D. Please provide details of the primary school attended by the student. [This can only be used if selected under “*selection criteria*” in the school’s Admission Policy. Delete this instruction.]

School name:	
School address:	

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 LMETB, please see overleaf.
- Please sign below to demonstrate that you have read and understood this information.

NOTE: Should the student receive a place in Bush Post Primary 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:	
Date entered on School Database:	
Entered by:	

DATA PROTECTION

The Board of Management of Bush Post Primary is a committee of LMETB, Abbey Road, Navan, Co. Meath, C15 N67E, which is a data controller under the General Data Protection Regulations and the Data Protection Acts 1988 - 2018. The Data Protection Officer for LMETB is Nicola Horgan and can be contacted at 046 9068200.

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 LMETB 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 LMETB and externally with the NCSE and/or NEPS 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 yellow highlighted elements of this paragraph are only required where the school has a special class and has included a selection criterion for same which requires consultation with NEPS/NCSE. Delete this instruction.]** 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 LMETB's Data Retention Policy, which can be found at www.bpps.ie

A copy of the full LMETB Data Protection Policy is available at <https://bpps.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 LMETB 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.