



Iontaobhas Scoileanna Éamainn Rís
Edmund Rice Schools Trust



St. Fintan's High School ANNUAL ADMISSION NOTICE

in respect of admissions to the 2021/2022 school year

Admission Policy and Application Form

A copy of the school's **Admission Policy** and the **Application Form for Admission** for the 2021/2022 school year is available as follows: –

To download at: www.stfintanshs.ie

On request: By emailing info@stfintanshs.ie or writing to: St. Fintan's High School, Sutton, Dublin 13. D13HN59

PART 1 - Admissions to the 2021/2022 school year

Application and Decision Dates for admission to 2021/2022

The following are the dates applicable for admission to First Year

The school will commence accepting applications for admission on	1 st October 2020
The school shall cease accepting applications for admission on	23 rd October 2020
The date by which applicants will be notified of the decision on their application is	13 th November 2020
The period within which applicants must confirm acceptance of an offer of admission is	21 days from the date of offer ie. by 4 th December 2020

***Failure to accept an offer within the prescribed period above may result in the offer being withdrawn**

Note: the school will consider and issue decisions on late applications in accordance with the school's admission policy.

Number of places being made available in 2021/2022

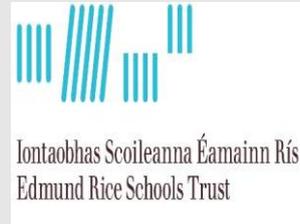
The number of places being made available in first year is	120
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PART 2 - Admissions to the 2020/2021 school year

Information regarding the admission process for the Intake Group for 1st year for the 2020/2021 school year

In respect of the 2020/2021 school year, the total number of applications for admission received by the school for 1st year was 235

Breakdown of places allocated for the 2020/21 school year:	
Number of places available:	120
Number of applications received:	235
Number of Offers made and accepted under each criterion:	<p>Criterion One: brothers of students currently enrolled: 43 places offered, 41 places accepted</p> <p>Criterion Two: brothers of students previously enrolled: 3 places offered, 2 places accepted</p> <p>Criterion Three: sons of past pupils: 13 places offered, 11 places accepted</p> <p>Criterion Four: sons of staff members: 0 places offered, 0 places accepted.</p> <p>Criterion Five: sons of Board of Management members: 0 places offered, 0 places accepted.</p> <p>Criterion Six: boys residing in and attending school in the parishes of Baldoyle, Bayside, Sutton and Howth: 67 places offered, 56 places accepted.</p> <p>Criterion Seven: boys residing in the parishes of Baldoyle, Bayside, Sutton and Howth, but attending school elsewhere: 8 places offered, 4 places accepted.</p> <p>Criterion Eight: boys attending school in the parishes of Baldoyle, Bayside, Sutton and Howth but residing elsewhere: 6 places offered, 6 places accepted.</p> <p>Criterion Nine: boys from all other schools in the Howth Deanery and Belgrove Boys Senior National School: 0 places offered, 0 places accepted.</p> <p>Criterion Ten: boys from other primary schools: 0 places offered, 0 places accepted.</p>
Total number of offers made	146
Number of names placed on waiting list for the school year concerned.	89



Admission Policy of St. Fintan's High School

School Address: Sutton, Dublin 13. D13 HN59

Roll number: 60370W

School Patron: The Edmund Rice Schools Trust.

1. Introduction

This Admission Policy complies with the requirements of the Education Act 1998, the Education (Admission to Schools) Act 2018 and the Equal Status Act 2000. In drafting this policy, the board of management of the school has consulted with school staff, the school patron and with parents of children attending the school.

The policy was approved by the school patron on 11th May 2020. It is published on the school's website and will be made available in hardcopy, on request, to any person who requests it.

The relevant dates and timelines for St. Fintan's High School admission process are set out in the school's annual admission notice which is published annually on the school's website at least one week before the commencement of the admission process for the school year concerned.

This policy must be read in conjunction with the annual admission notice for the school year concerned.

The application form for admission is published on the school's website and will be made available in hardcopy on request to any person who requests it.

2. Characteristic spirit and general objectives of the school

St. Fintan's High School is an all-boys Catholic voluntary secondary school with a Catholic ethos under the trusteeship of the Edmund Rice Schools Trust.

'Catholic Ethos' in the context of a Catholic voluntary secondary school means the ethos and characteristic spirit of the Roman Catholic Church, which aims at promoting:

- a) the full and harmonious development of all aspects of the person of the pupil, including the intellectual, physical, cultural, moral and spiritual aspects; and
- (b) a living relationship with God and with other people; and
- (c) a philosophy of life inspired by belief in God and in the life, death and resurrection of Jesus; and

(d) the formation of the pupils in the Catholic faith,

and which school provides religious education in accordance with the doctrines, practices and traditions of the Roman Catholic Church, and/or such ethos and/or characteristic spirit as may be determined or interpreted from time to time by the Irish Episcopal Conference.

In accordance with S.15 (2) (b) of the Education Act, 1998 the Board of Management of St. Fintan's High School shall uphold, and be accountable to the patron for so upholding, the characteristic spirit of the school as determined by the cultural, educational, moral, religious, social, linguistic and spiritual values and traditions which inform and are characteristic of the objectives and conduct of the school."

As an Edmund Rice School, St Fintan's High School upholds the five Key Elements of the Edmund Rice Schools Trust Charter:

- Nurturing Faith, Christian spirituality and Gospel based values;
- Promoting partnership in the school community;
- Excelling in teaching and learning;
- Creating a caring school community;
- Inspiring transformational leadership.

The characteristic spirit of St. Fintan's High School is reflected in the manner in which we live out our Christian ethos in the school. St. Fintan's High School is a Catholic school where every student is valued equally and given a genuine experience of belonging. Due to the universal, non-discriminatory nature of Catholicism and the value it places on ecumenism and interfaith dialogue, St. Fintan's High School is open to the admission of pupils of all faiths and none. St. Fintan's High School celebrates diversity and values difference, and

every student is cherished for his uniqueness and individuality. The presence of children from other denominations is seen as an enrichment of the educational experience offered by the school and as a practical expression of the commitment to inclusivity.

St. Fintan's High School is committed to the moral, social and spiritual development of each student and all students are encouraged to strive for excellence in all areas of life and work and to use their talents in the service of God and of the community. Academic excellence and participation in sport and the arts are strongly fostered and encouraged.

The Catholic ethos of the school is reflected in many ways.

- The ethos of the school permeates the school day.
- In St. Fintan's High School, Religious Education is a core subject on the school curriculum and an integral part of the school, and students encounter our Gospel Values during R.E. classes.
- Prayer and sacramental experience play an important role in our school. We celebrate together to mark key times throughout the year.
- Mass is celebrated a number of times throughout the school year to mark special occasions such as the opening of the school year and graduations, and on other occasions as deemed appropriate.
- Our Sacred Space in the school assembly area is decorated according to the liturgical seasons and to celebrate times of special religious significance.
- Copies of the bible are available to students for class use as well as to take home.
- A retreat is undertaken by all Transition Year students.
- Students participate in a number of Edmund Rice initiatives. Students are encouraged to live out the spirit of Edmund Rice by playing an active role in responding to the needs of others.
- Charity work is an integral part of how we as a school foster a sense of care, compassion and community which characterised Jesus' life. An awareness of social issues and action for social justice is at the forefront of our response to our ethos as an Edmund Rice School. We undertake an immersion trip to Zambia every second year to work with the children in New Sables School in Kabwe. We have associations with many charities such as St. Vincent de Paul, Trócaire, GOAL, Pieta House, Donal Walsh Live Life Foundation, Focus Ireland, Bóthar, and the Peter McVerry Trust, as well as other, local charities. Through working with and experiencing the work of these various charities, students are encouraged and challenged to become agents of social change.
- Catholic Schools Week is celebrated each year in our school and is a time of special importance in our school calendar.
- Edmund Rice Day is celebrated every year in May.
- As part of living out our ethos as an Edmund Rice School we strive to foster a spirit of inclusivity in everything we do. It is our aim to embrace and celebrate diversity amongst our students. Some of the practical steps we take to achieve this include the organisation of a cultural, inclusion and diversity day, the reading of prayers in different languages during liturgies and the study of world religions.

3. Admission Statement

St. Fintan's High School will not discriminate in its admission of a student to the school on any of the following:

- (a) the gender ground of the student or the applicant in respect of the student concerned,
- (b) the civil status ground of the student or the applicant in respect of the student concerned,
- (c) the family status ground of the student or the applicant in respect of the student concerned,
- (d) the sexual orientation ground of the student or the applicant in respect of the student concerned,
- (e) the religion ground of the student or the applicant in respect of the student concerned,
- (f) the disability ground of the student or the applicant in respect of the student concerned,
- (g) the ground of race of the student or the applicant in respect of the student concerned,
- (h) the Traveller community ground of the student or the applicant in respect of the student concerned, or
- (i) the ground that the student or the applicant in respect of the student concerned has special educational needs

As per section 61 (3) of the Education Act 1998, 'civil status ground', 'disability ground', 'discriminate', 'family status ground', 'gender ground', 'ground of race', 'religion ground', 'sexual orientation ground' and 'Traveller community ground' shall be construed in accordance with section 3 of the Equal Status Act 2000.

St. Fintan's High School is an all-boys school and does not discriminate where it refuses to admit a girl applying for admission to this school.

St. Fintan's High School is a school whose objective is to provide education in an environment which promotes certain religious values and does not discriminate where it admits a student of the Catholic faith in preference to others.

St. Fintan's High School is a school whose objective is to provide education in an environment which promotes certain religious values and does not discriminate where it refuses to admit as a student a person who is not of the Catholic faith and it is proved that the refusal is essential to maintain the ethos of the school.

4. Categories of Special Educational Needs catered for in the school/special class

5. Admission of Students

This school shall admit each student seeking admission except where –

- a) the school is oversubscribed (please see section 6 below for further details)

- b) a parent of a student, when required by the principal in accordance with section 23(4) of the Education (Welfare) Act 2000, fails to confirm in writing that the code of behaviour of the school is acceptable to him or her and that he or she shall make all reasonable efforts to ensure compliance with such code by the student

St. Fintan's High School provides education exclusively for boys and may refuse to admit as a student a person who is not of the gender provided for by this school.

St. Fintan's High School is a Catholic school and may refuse to admit as a student a person who is not of the Catholic faith where it is proved that the refusal is essential to maintain the ethos of the school.

6. Oversubscription

In the event that the school is oversubscribed, the school will, when deciding on applications for admission, apply the following selection criteria in the order listed below to those applications that are received within the timeline for receipt of applications as set out in the school's annual admission notice:

1. Brothers of students currently enrolled in St. Fintan's High School.
2. Brothers of students previously enrolled in St. Fintan's High School.
3. Sons and grandsons of past pupils, up to a maximum of 25% of the total places available.
4. Sons of current, permanent staff members.
5. Boys attending the following feeder schools and residing in the parishes of Baldoyle, Sutton, Bayside and Howth:
 Scoil Mhuire, Howth
 St. Fintan's National School, Sutton
 Scoil Mhuire agus Iosaif, Bayside
 St. Laurence's National School, Baldoyle
 Burrow National School, Sutton
6. Other boys residing in the parishes of Baldoyle, Sutton, Bayside and Howth.
7. Other boys attending schools in the parishes of Baldoyle, Sutton, Bayside and Howth.
8. Boys from all other schools within the Howth Deanery and Belgrove Boys Senior National School.
9. Boys from other primary schools.

Please note that multiple applications from siblings for enrolment in 1st Year will be treated as a single application, although all names will be entered in the lottery. If the name of one is drawn, the others will automatically be allocated places.

Note. The geographical boundaries of a parish as specified in this Admissions Policy are as those defined by the Catholic Archdiocese of Dublin. (See www.dublindiocese.ie)

In the event that there are two or more students tied for a place or places in any of the selection criteria categories above (the number of applicants exceeds the number of remaining places), the following arrangements will apply:

At the end of each of the above criteria, if the number of applicants is greater than the number of places remaining, then a lottery draw will apply to establish the order of applicants on the waiting list.

This lottery draw will be independently witnessed and verified.

7. What will not be considered or taken into account

In accordance with section 62(7)(e) of the Education Act, the school will not consider or take into account any of the following in deciding on applications for admission or when placing a student on a waiting list for admission to the school:

- (a) a student's prior attendance at a pre-school or pre-school service, including naíonraí,
- (b) the payment of fees or contributions (howsoever described) to the school;
- (c) a student's academic ability, skills or aptitude;
- (d) the occupation, financial status, academic ability, skills or aptitude of a student's parents;
- (e) a requirement that a student, or his parents, attend an interview, open day or other meeting as a condition of admission;
- (f) a student's connection to the school by virtue of a member of his or her family attending or having previously attended the school, other than: (1) brothers of current or past pupils and (2) and sons or grandsons of past pupils.

In relation to (2), this criterion will apply to a maximum of 25% of the available spaces as set out in the school's annual admission notice.

- (g) the date and time on which an application for admission was received by the school; this is subject to the application being received at any time during the period specified for receiving applications set out in the annual admission notice of the school for the school year concerned.

8. Decisions on applications

All decisions on applications for admission to St. Fintan's High School will be based on the following:

- Our school's admission policy
- The school's annual admission notice (where applicable)
- The information provided by the applicant in the school's official application form received during the period specified in our annual admission notice for receiving applications

(Please see section 15 below in relation to applications received outside of the admissions period and section 16 below in relation to applications for places in years other than the intake group.)

Selection criteria that are not included in our school admission policy will not be used to make a decision on an application for a place in our school.

9. Notifying applicants of decisions

Applicants will be informed in writing as to the decision of the school, within the timeline outlined in the annual admissions notice.

If a student is not offered a place in our school, the reasons why they were not offered a place will be communicated in writing to the applicant, including, where applicable, details of the student's ranking against the selection criteria and details of the student's place on the waiting list for the school year concerned.

Applicants will be informed of the right to seek a review/right of appeal of the school's decision (see [section 18](#) below for further details).

10. Acceptance of an offer of a place by an applicant

In accepting an offer of admission from St. Fintan's High School, you must indicate—

(i) whether or not you have accepted an offer of admission for another school or schools. If you have accepted such an offer, you must also provide details of the offer or offers concerned and

(ii) whether or not you have applied for and awaiting confirmation of an offer of admission from another school or schools, and if so, you must provide details of the other school or schools concerned.

11. Circumstances in which offers may not be made or may be withdrawn

An offer of admission may not be made or may be withdrawn by St. Fintan's High School where—

- (i) it is established that information contained in the application is false or misleading.
- (ii) an applicant fails to confirm acceptance of an offer of admission on or before the date set out in the annual admission notice of the school.
- (iii) the parent of a student, when required by the principal in accordance with section 23(4) of the Education (Welfare) Act 2000, fails to confirm in writing that the code of behaviour of the school is acceptable to him or her and that he or she shall make all reasonable efforts to ensure compliance with such code by the student; or
- (iv) an applicant has failed to comply with the requirements of 'acceptance of an offer' as set out in [section 10](#) above.

12. Sharing of Data with other schools

Applicants should be aware that section 66(6) of the Education (Admission to Schools) Act 2018 allows for the sharing of certain information between schools in order to facilitate the efficient admission of students.

13. Waiting list in the event of oversubscription

In the event of there being more applications to the school year concerned than places available, a waiting list of students whose applications for admission to St. Fintan's High School were unsuccessful due to the school being oversubscribed will be compiled and will remain valid for the school year in which admission is being sought.

Placement on the waiting list of St. Fintan's High School is in the order of priority assigned to the students' applications after the school has applied the selection criteria in accordance with this admission policy.

Offers of any subsequent places that become available for and during the school year in relation to which admission is being sought will be made to those students on the waiting list, in accordance with the order of priority in relation to which the students have been placed on the list.

14. Late Applications

All applications for admission received after the closing date as outlined in the annual admission notice will be considered and decided upon in accordance with our school's admissions policy, the Education Admissions to School Act 2018 and any regulations made under that Act.

15. Procedures for admission of students to other years and during the school year

The procedures of the school in relation to the admission of students who are not already admitted to the school to classes or years other than the school's intake group are as follows:

St. Fintan's High School will make every reasonable effort to facilitate a student seeking a transfer to our school.

The Board of Management will decide on applications for admission to any year other than First Year by applying the following criteria:

- A transfer is in agreement with School Admission Policy
- All relevant information from the former school has been made available.
- A transfer is of educational benefit to the student.
- A transfer is in the best interest of the student.
- A transfer is in the best interest of the school.
- Availability of optional subjects chosen by applicants.

Where a student is considered for a place, the decision will be taken by the Board of

Management in consultation with the student's parents/guardians, his former school and, if necessary, the Education Welfare Officer. In some instances, it may be possible to offer a place immediately. In other cases, entry may be offered from the beginning of the next academic year.

Applicants must complete the Application Form, giving all the details required. Failure to complete any of the necessary documentation required on the Application Form within 21 days, or to supply any other relevant documentation required by the school will result in an applicant not being offered a place in the school.

The school will respond to each application within 21 school days of receiving it but may not be in a position to make a decision on some applications until later in the school year when its current students have given an indication to the school authorities of their intention to return to the school in the forthcoming academic year.

Application Forms are available from the school office on request.

The procedures of the school in relation to the admission of students who are not already admitted to the school, after the commencement of the school year in which admission is sought, are as follows:

St. Fintan's High School will make every reasonable effort to facilitate a student seeking a transfer to our school.

The Board of Management will decide on applications for admission to any year other than First Year by applying the following criteria:

- A transfer is in agreement with School Admission Policy
- All relevant information from the former school has been made available.
- A transfer is of educational benefit to the student.
- A transfer is in the best interest of the student.
- A transfer is in the best interest of the school.
- Availability of optional subjects chosen by applicants.

Where a student is considered for a place, the decision will be taken by the Board of Management in consultation with the student's parents/guardians, his former school and, if necessary, the Education Welfare Officer. In some instances, it may be possible to offer a place immediately. In other cases, entry may be offered from the beginning of the next academic year.

Applicants must complete the Application Form, giving all the details required. Failure to complete any of the necessary documentation required on the Application Form within 21 days, or to supply any other relevant documentation required by the school will result in an applicant not being offered a place in the school.

The school will respond to each application within 21 school days of receiving it but may not be in a position to make a decision on some applications until later in the school year when its current students have given an indication to the school authorities of their intention to return to the school in the forthcoming academic year.

Application Forms are available from the school office on request.

16. Declaration in relation to the non-charging of fees

The board of St. Fintan's High School or any persons acting on its behalf will not charge fees for or seek payment or contributions (howsoever described) as a condition of-

- (a) an application for admission of a student to the school, or
- (b) the admission or continued enrolment of a student in the school.

17. Arrangements regarding students not attending religious instruction

The following are the school's arrangements for parents of students and students (over 18) who have requested that the student attend the school without attending religious instruction in the school:

These arrangements will not result in a reduction in the school day of such students.

Parents of students and students (over 18) who wish to opt out of RE class should make a written request to the principal. A meeting will then be arranged with the parent or the student, as the case may be, to discuss their options. Throughout this process the constitutional right of the parent/ student (over 18 years) will be respected by the school.

The 1998 Education Act states that schools are required to promote the moral, spiritual, social and personal development of students (Section 9 (d)). At St. Fintan's High School, the allocated time on the timetable for Religious Education responds to this. Students who opt out of RE class are required to use this time to study material relating to their own religious tradition or belief, for example sacred texts. Students of no religious faith, who opt out of RE class, are required to study relevant literature or philosophical texts. A list of suggested texts can be provided by the school. In line with the Edmund Rice Schools

Trust Charter, St. Fintan's High School places great importance on the religious or spiritual formation of all its students. Each student has his own personal journey which will be encouraged and respected. Students who opt out of RE class will not be offered extra tuition or study periods.

18. Reviews/appeals

Review of decisions by the Board of Management

The parent of the student, or in the case of a student who has reached the age of 18 years, the student, may request the board to review a decision to refuse admission. Such requests must be made in accordance with Section 29C of the Education Act 1998 and must be received by the board not later than 21 days after the applicant has been informed in writing as to the decision of the school in accordance with Section 9 of this policy.

The timeline within which such a review must be requested and the other requirements applicable to such reviews are set out in the procedures determined by the Minister under section 29B of the Education Act 1998 which are published on the website of the Department of Education and Skills.

The board will conduct such reviews in accordance with the requirements of the procedures determined under Section 29B and with section 29C of the Education Act 1998.

Note: Where an applicant has been refused admission due to the school being oversubscribed, the applicant **must request a review** of that decision by the board of management prior to making an appeal under section 29 of the Education Act 1998. This request must be received by the board not later than 21 days after the applicant has been informed in writing as to the decision of the school in accordance with Section 9 of this policy.

Where an applicant has been refused admission due to a reason other than the school being oversubscribed, the applicant **may request a review** of that decision by the board of management prior to making an appeal under section 29 of the Education Act 1998. This request must be received by the board not later than 21 days after the applicant has been informed in writing as to the decision of the school in accordance with Section 9 of this policy.

Right of appeal

Under Section 29 of the Education Act 1998, the parent of the student, or in the case of a student who has reached the age of 18 years, the student, may appeal a decision of this school to refuse admission.

An appeal may be made under Section 29 (1)(c)(i) of the Education Act 1998 where the refusal to admit was due to the school being oversubscribed.

An appeal may be made under Section 29 (1)(c)(ii) of the Education Act 1998 where the refusal to admit was due a reason other than the school being oversubscribed.

Where an applicant has been refused admission due to the school being oversubscribed, the applicant **must request a review** of that decision by the board of management **prior to making an appeal** under section 29 of the Education Act 1998. (see Review of decisions by the Board of Management). This request must be received by the board not later than 21 days after the applicant has been informed in writing as to the decision of the school in accordance with Section 9 of this policy.

Where an applicant has been refused admission due to a reason other than the school being oversubscribed, the applicant **may request a review** of that decision by the board of management prior to making an appeal under section 29 of the Education Act 1998. (see Review of decisions by the Board of Management). This request must be received by the board not later than 21 days after the applicant has been informed in writing as to the decision of the school in accordance with Section 9 of this policy.

Appeals under Section 29 of the Education Act 1998 will be considered and determined by an independent appeals committee appointed by the Minister for Education and Skills.

The timeline within which such an appeal must be made and the other requirements applicable to such appeals are set out in the procedures determined by the Minister under section 29B of the Education Act 1998 which are published on the website of the Department of Education and Skills.



Iontaobhas Scoileanna Éamainn Rís
Edmund Rice Schools Trust



St. Fintan's High School

APPLICATION FORM FOR ADMISSION – 2021/2022

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:

1st October 2020

The closing date for receipt of applications is:

23rd October 2020

All Application Forms and accompanying documentation should be sent to:

For office use only

St. Fintan's High School
Dublin Road
Sutton
Dublin 13
D13HN59

Date received:

___/___/___

School Stamp:

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:

Prospective Student's Address:										
Eircode:										
PPSN:										

SECTION 2 – DETAILS OF PARENT/GUARDIAN		
<i>This 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 prospective 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 prospective student if he secures a place in the school. Please note that the Code of Behaviour can be found at www.stfintanshs.ie or obtained from the school office.

I _____ confirm that the Code of Behaviour for the school is acceptable to me as the prospective student’s parent/guardian and I shall make all reasonable efforts to ensure compliance by the prospective student if he secures a place in the school.

SECTION 4 – PROSPECTIVE STUDENT’S GENDER

St. Fintan’s High School is a single-gender school and as such only provides education to students whose gender is, or who identifies as, male.

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

Male

Female

SECTION 6 – SELECTION CRITERIA FOR ADMISSION IN THE EVENT OF OVERSUBSCRIPTION

This information will assist in determining whether the prospective student meets the admission requirements in accordance with the order of priority as set out in section 6 of the Admission Policy for St. Fintan’s High School.

Please confirm the prospective student’s address for the purpose of determining where he resides. Please note that recent proof of address may be required in support of this. (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.)

A.

Address:	

B. If the prospective student currently has any siblings in this school, please indicate their name(s) and current year(s) of study.	
(i) Name:	
Year:	
(ii) Name:	
Year:	
(iii) Name:	
Year:	
(iv) Name:	
Year:	

C. If the prospective student has previously had any sibling(s) in this school, please indicate their name(s) and years of attendance.	
(i) Name:	
Years:	
(ii) Name:	
Years:	

D. If the prospective student's parent(s) or grandparent(s) previously attended this school, please indicate their name(s) and years of attendance.	
(iii) Name:	
Year(s):	
(iv) Name:	
Year(s):	

E. Please provide details of the primary school attended by the prospective student.

School name:

School address:

IMPORTANT INFORMATION:

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

(Parent / Guardian 1)

(Date)

(Parent / Guardian 2)

(Date)

OFFICE USE ONLY

Date Application Received:

Checked by:

Date entered on School Database:

Entered by:

DATA PROTECTION

The board of management of St. Fintan's High School is a data controller under the General Data Protection Regulations and the Data Protection Acts 1988 - 2018.

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;
- School administration,

all of which are tasks carried out pursuant to various statutory duties to which the board of management 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 this Application Form may be communicated internally within the school 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 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. I

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 the board of management 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.