



Application Form for Admission into 1st Year 2023/24

Completed application forms must be received **between 3rd October and 24th October 2022 by 4.00 pm**. Applications received after 4.00 pm on 24th October will be treated as late applications.

This is an application form for admission and does not constitute an offer of a place, implied or otherwise. Applicants should read the school's Admission Policy, which is available on www.loretofoxrock.ie prior to completing the application form. The information requested on this form is required 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.

Please complete all sections of the application form using **BLOCK CAPITALS**

PROSPECTIVE STUDENT PERSONAL DETAILS

First Name:	Surname:
Name as it appears on Birth Cert:	
Date of Birth: DD/MM/YEAR	
Student's Home Address:	
Eircode:	

SCHOOL STUDENT IS CURRENTLY ATTENDING

Full Name of School:
Address of School:
Department of Education Primary School Roll Number (available from Primary School):
For entry into 1st Year I confirm that this applicant is currently in 6th class in primary school and will complete 6th class in June 2023 Yes <input type="checkbox"/> No <input type="checkbox"/>

PARENT/GUARDIAN DETAILS

Please ensure that you provide a working email address and mobile phone number as most communication will be by email or text.

Prefix: (eg Mr / Mrs / Ms etc)	Prefix: (eg Mr / Mrs/ Ms etc)		
First Name:	First Name:		
Surname:	Surname:		
Relationship to student:	Relationship to student:		
Address:	Address:		
Eircode:	Eircode:		
Email Address: <i>(Please write clearly)</i>	Email Address: <i>(Please write clearly)</i>		
Mobile Number:	Mobile Number:		
Home:	Work:	Home:	Work:
<i>It is the responsibility of parents/guardians to contact the school if there is a change of contact details.</i>			

Links with Loreto College Foxrock (if any) please provide details in boxes		
Has the applicant any sister/s currently in Loreto College Foxrock?	Sibling Name/s	Class
Is the applicant a sister of an eligible past-pupil? <i>Eligible past pupils are past pupils who have completed 5th & 6th year in Loreto College Foxrock.</i>	Sibling Name/s	Year Left
Is the applicant a daughter or granddaughter of eligible past-pupil? <i>Eligible past pupils are past pupils who have completed 5th & 6th year in Loreto College Foxrock.</i>	Mother's registered school name	Year Left
	Grandmother's registered school name	Year Left
Is the applicant a daughter of an eligible employee? <i>Eligible employees are defined as those non casual employees who have been in the employment of the school for at least 6 months and who are reasonably expected to be still in the school's employment at the time their daughter commences in Loreto College Foxrock.</i>	Name	

PLEASE READ

I/We confirm that all the information supplied is complete and correct

Signature of Parents/Legal Guardians:

Mother/Guardian: _____ Date: _____

Father/Guardian: _____ Date: _____

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.loretofoxrock.ie.

Office Use Only:		
Time & Date Received: _____	Checked By: _____	School Stamp: _____

LORETO COLLEGE, SPRINGFIELD PARK,
FOXROCK, DUBLIN 18, D18 FT21

T: +353 (0) 1 2895637
F: +353 (0) 1 2892492

Email: admin@loretofoxrock.ie
Web: loretofoxrock.ie



Application Form Privacy Notice

Who is collecting the data

Loreto College Foxrock, Dublin 18, D18 FT21
T: 01 289 5637
E: admin@loretofoxrock.ie

This Privacy Notice governs the way Loreto College Foxrock collects, uses, maintains and discloses information collected using this form.

Personal Identifiable Information (School)

We collect personal identification information from prospective students and their parents/guardians in a variety of ways in connection with the delivery of education at our school.

Personal Data (Lawful Basis: Public Interest, Legal Obligation):

- Name; Surname; Date of Birth; Address;
- Parent/Guardian Name; Phone Number; Home address; Mobile Number & Email;

How we use collected information

We use the personal data provided for purposes including:

- the prospective student's application for enrolment;
- informing parents/guardians on the opportunities, where they become available for their child to attend the school;
- to provide you/the student with appropriate support;
- to comply with our legal obligations as an education body;
- to comply with our monitoring and reporting obligations to Government bodies;
- to process appeals, resolve disputes, and defend litigation etc.

How we protect your information

We adopt appropriate data collection, storage and processing practices and security measures to protect against unauthorized access, alteration, disclosure or destruction of your personal information.

How long do we keep your personal information?

We keep your personal information for a length of time as per our Retention Policy i.e. For students who are accepted this generally means we will retain data for the duration of their time in the school and up to 7 years after a student has left the school. After this time, your data will be destroyed by confidential shredding or deletion from our school's database. For those who are unsuccessful in their application for enrolment, we will retain this data for a maximum of 12 months after the close of registration. In certain circumstances we may retain your data longer, these circumstances and the retention period are outlined in Loreto College Foxrock Data Protection Policy which is available to you on request.

Sharing your personal information

We do not sell or trade personal identification information to others. We may share your data with the State Examinations Commission, the Department of Education and Skills, NCSE, TUSLA, NDTI, An Garda Síochána, HSE, the Department of Social Protection, our Insurance Company, the Revenue Commissioners etc. We are legally required to provide certain records relating to the progress of an enrolled student (under 18 years) in her education to the student's parents/guardians, including results of examinations. The sharing of student personal data and the nature of what is shared depends on various factors. The Government bodies to which we transfer personal data will use that data for their own purposes (including: to verify other information they already hold etc.) and they may aggregate it with other information they already hold about the data subject and the data subject's family.

Your rights

You have several rights in relation to your personal information. These rights include the right to:

- request information regarding the personal data that we hold about you and the source(s) of that information. You can request a copy of any personal data we hold about you. This service is free of charge.
- request that we rectify without undue delay any inaccuracies in relation to the personal data we hold;
- in some circumstances, request the erasure of your personal data or object to the processing of your data;
- obtain restriction of processing in some circumstances;
- object to any processing in some circumstances;
- in some circumstances, request that your personal data be transferred to you or a new school if the data is processed automatically (Please note, that we retain only a copy of certain data collected from you. Furthermore we do not avail of systems that make automated decisions based on your data);
- if we are processing any data for which you have given consent, you may withdraw consent to us processing your personal data. This will not affect the processing already carried out with your consent; and
- lodge a complaint with a supervisory authority. In Ireland, this is the Office of the Data Protection Commissioner;

Any enquiries regarding the above rights or if you wish to exercise any of these rights or any other rights provided for in this notice please contact us.