Broadmeadow CNS
Rathbeale Road,
Swords,
Co. Dublin
Principal: Miss Jennifer Robinson
Tel: 01 233 6601
Email: broadmeadowcns@ddletb.ie
Website: www.broadmeadowcns.ie

APPLICATION FORM FOR ADMISSIONS

This application is for

☐ Current Enrolment – this academic year 2026-2027

☐ Enrolment for the coming academic year 2027-2028

All Application Forms and accompanying documentation should be sent to:	**For office use only**
Broadmeadow CNS, Rathbeale Road, Swords, Co Dublin K67 V9H2	Date received: ____/____/_____ School Stamp:

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

☐ A copy of the birth-certificate.

☐ 2 x 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.

I wish to apply for a place for my child in:

☐ Mainstream

☐ Special Class

Please tick the Class Group the child is applying to enter

☐ **Junior Infants** ☐ **Senior Infants** ☐ **First Class** ☐ **Second Class**

☐ **Third Class** ☐ **Fourth Class** ☐ **Fifth Class** ☐ **Sixth Class**

Please complete all sections of the following application using BLOCK CAPITALS

CHILD DETAILS

Details of the child for whom this application is being made

First Name:									
Middle Name:									
Surname:									
PPSN:									

All pupils must meet the age requirements for each year group – please confirm your child's date of birth

Date of Birth:	**Day**		**Month**		**Year**			

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SECTION 2 – RULES ON MINIMUM AGE FOR ENTRY INTO PRIMARY SCHOOL
In line with our Admissions Policy, all applicants for Junior Infants for the coming academic year must be 4 years of age on or before the 31st May of the year of entry into Junior Infants. Therefore, the school requires proof of the child's date of birth to assess whether s/he meets this criterion in accordance with the school's Admissions Policy. The school will retain a copy of a student's birth certificate. This date is non-negotiable.
Please tick the box to confirm that you enclose a copy of the child's original long-form birth certificate with this Application Form: ☐ I enclose a copy of the child's original long-form birth certificate with this Application Form.

Please confirm the child'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 or bank statements dated within the last three months and in the name of the parent(s)/guardian(s) will be accepted).	
Address:	

If the child currently has any siblings in this school, please indicate their names and current Class Level.	
Name(s):	
Class(es):	

DETAILS OF PARENT/GUARDIAN		
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 be issued and will be addressed to both individuals.		
	Parent / Guardian 1	**Parent / Guardian 2**
Prefix: (*e.g.*, Mr. / Mrs. / Ms. *etc.*)		
First Name:		

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Surname:		
Address:		
Eircode:		
Telephone no:		
Email address:		
Relationship to child:		

STUDENT CODE OF BEHAVIOUR
Please confirm that Broadmeadow CNS 'Code of Behaviour' is acceptable to you as a parent/guardian, and you shall make all reasonable efforts to ensure compliance with same by the child if s/he secures a place in the school. Please note that the Code of Behaviour can be found at www.broadmeadowcns.ie or from the school office.
I _____ confirm that the Code of Behaviour for Broadmeadow CNS is acceptable to me as the child's Parent/Guardian, and I shall make all reasonable efforts to ensure compliance by the child if s/he secures a place in the school.

IMPORTANT INFORMATION:

- **You are required to submit:**
  i. A copy of the original long birth-certificate, and
  ii. Two documents as 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 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 in line with our Admissions Policy.

- It is 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 Dublin & Dún Laoghaire Education & Training Board please see overleaf.

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

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(Parent / Guardian 1) (Date)

_____ _____

(Parent / Guardian 2) (Date)

_____ _____

This is an Application Form for admission and does not constitute an offer of a place, implied or otherwise.	
Completed Junior Infant mainstream applications will be accepted from:	2nd November 2026
The closing date for receipt of applications for Junior Infants Mainstream is:	2nd January 2027
The opening date for receipt of applications for the Special Class:	None – Currently full
The closing date for receipt of applications for special classes is:	None – Currently full

OFFICE USE ONLY
Date Application Received:
Checked by:
Date entered on School Database:
Entered by:

DATA PROTECTION

The Board of Management of Broadmeadow Community National School is a committee of Dublin & Dún Laoghaire Education & Training Board (DDLETB) which is a data controller under the General Data Protection Regulations and the Data Protection Act Ireland 2018. The Data Protection Officer for DDLETB can be contacted at dataprotection@ddletb.ie.

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 DDLETB is subject. The requirement to provide a birth certificate is in accordance with the Department of Education and Skills' Primary Circular 24/02 and Rule 64(5) of the Rules for National Schools, which require all primary schools to obtain and keep a copy of a student's birth certificate. The processing of the personal data supplied on this Application Form is therefore carried out in line with Articles 6(c) and 6(e) of the General Data Protection Regulation.

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 DDETB 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, 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. 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.

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The personal data provided in this Application Form will be kept for 7 years from the date on which the child 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 DDLETB's Data Retention Policy, which can be found at www.ddletb.ie

A copy of the school's GDPR Policy is available upon request 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 DDLETB 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.