



# Scoil Thomáis

Laurel Lodge, Castleknock, Dublin 15  
Phone/Fax: (01) 8201022

## APPLICATION FOR ADMISSION

### Senior Infants – 6<sup>th</sup> Class: 2021/2022

**Please complete all sections of this form and attach the required documents**  
**Applications to be forwarded to the school by post or in person to school office**

It is applicant's responsibility to ensure that all requested documentation is included otherwise your application on behalf of your child is not considered complete.

Name of your Child: \_\_\_\_\_ Boy  Girl  (please tick ✓)

Date of Birth: \_\_\_\_\_ No. of Chn in Family: \_\_\_\_\_ Place in Family: \_\_\_\_\_

Home Address: \_\_\_\_\_

Duration of residence at this Address: \_\_\_\_\_ Rented ( ) Owner Occupier ( ) Other ( )

Telephone No/s: \_\_\_\_\_ Landline No: \_\_\_\_\_

PPSN of the child: \_\_\_\_\_

Mother's Name & Address

Father's Name & Address

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Mother's Nationality/Country of Origin: \_\_\_\_\_

Father's Nationality/Country of Origin: \_\_\_\_\_

Mobile (M): \_\_\_\_\_

Mobile (F) : \_\_\_\_\_

Languages spoken at home

\_\_\_\_\_

PLEASE PROVIDE A VALID EMAIL ADDRESS/ES FOR SCHOOL CORRESPONDENCE: PERSONAL EMAIL PLEASE (NOT A WORK EMAIL). WRITE THIS CLEARLY

(i) \_\_\_\_\_

(ii) \_\_\_\_\_

Is your child currently attending a primary school in IRELAND \_\_\_\_\_ YES  NO

If YES – please state the name and address of current school and current class level - Inf, Snf, 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup>, 6<sup>th</sup>

\_\_\_\_\_

**Class level for 2021/22 in which you are seeking to place your child**

\*\*\*\*\*

**If your child is NOT in school in Ireland: please state name of school & country of schooling and class level:**

\_\_\_\_\_

**Class level 2021/22 in which you are seeking to place your child**



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#### DATA PROTECTION NOTICE:

Scoil Thomáis collects and processes your child's personal data for the purposes of administering the education of your child. To facilitate this, the school will input your child's data onto the schools Management Information System, Aladdin. Aladdin is a secure software service application, which is owned and run by Cloudware Ltd. (T/A Aladdin Schools), from where the data is only processed for the above purpose.

*Incorrect or misleading information may invalidate an Admission application. In this regard, the BOM reserves the right to verify and seek further proof of documented evidence of information supplied in support of this application.*

#### Parental/Guardian Declaration – please read carefully and sign below

- ✓ I have read the Data Protection Notice in relation to the processing of information in relation to my child.
- ✓ I understand that this application for admission to the school is subject to Admissions to School Policy 2020 (available on [www.scoilthomais.ie](http://www.scoilthomais.ie))
- ✓ I confirm that all the information supplied by me in respect of my child's admission application is accurate.
- ✓ I certify that my child's home address in respect of this application is a true and valid address and that this will continue to be so if my child is accepted for admission to Scoil Thomáis for September 2021.

**Signed:** \_\_\_\_\_

**Mother/Father/Guardian** Please circle above to indicate your relationship to the child named in this application form

**Date of Application:** \_\_\_\_\_

**APPLICATION FORM for Admission (Senior Infants – 6<sup>th</sup> Class) 2021/22 available on school website from February 2021**

The following documentation must accompany 2021/22 application forms - it is the responsibility of the applicant to provide all necessary documents requested, otherwise there may be a delay in processing your application.

Please enclose a **STAMPED ADDRESSED ENVELOPE FOR RETURN OF YOUR ORIGINAL DOCUMENTS**, as the school will need to photocopy your documents and attach them to your application.

**Original Birth Certificate** (not photocopy). All pupils accepted for enrolment are registered as per the name on their birth certificate  
**Verification of Child's PPSN number** (a DES requirement) - copy letter from Dept Social Protection or copy of Public Service card etc.

**TWO original documents as follows as proof of address** (dated within 3 months of 31/01/21): one from (a) & one from (b)  
(a) a current gas/electricity bill/landline telephone \*\*\*\*\* (not mobile phone bill) **NO print outs/ebills – original bills only accepted AND**

(b) any one of the following: Statement from Bank/ Credit Union, Letter from Dept Social Protection/Revenue OR Other official correspondence from State Agency, Insurance Company etc

\*\*\*\*\*NOTE: Where parent/guardian cannot present the necessary utility bill, a letter from a Peace Commissioner/Commissioner of Oaths confirming that the address is the **PRIMARY** residence of the child/applicant dated within 3 months of date of application.

**The BOM reserves the right to seek verification necessary as proof that an address provided is the PRIMARY residence of the child seeking enrolment.**

**Applications for Admission to Classes Senior Infants – 6<sup>th</sup> Classes for the 2021/22 school year will be processed from 15<sup>th</sup> May 2021. If your child is accepted for admission in Scoil Thomáis you will be requested to sign an Acceptance of Admission Form and forward a copy of your child's previous school and any other relevant reports.**



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## Documentation Checklist to Complete Enrolment Application

**DON'T FORGET TO INCLUDE A STAMPED ADDRESSED ENVELOPE FOR RETURN OF ORIGINAL DOCUMENTS –**

school will photocopy original documents and attach to your application

### Documents Checklist

Required Child Documents	YES	NO
<b>Original Birth Certificate for Child</b>		
<b>PPSN No of child</b>		
<b><i>Proof of Residence 1 - Required Documents</i></b>		
<b>Utility Bill (within 3 months)</b> original bills only - no e bills accepted – please request paper a bill from your utility company dated within 3 months of application <b><i>Gas/Electric/Landline bill accepted – no waste or mobile phone bills</i></b>		
<b><i>Proof of Residence 2 - Required Documents</i></b>		
Dated within 3 months		
<b>Car Insurance</b>		
<b>House Insurance</b>		
<b>Bank/Financial Statement</b>		
<b>Official Document from Revenue</b>		
<b>Dept Social Protection</b>		
Other ...		