



Bord Oideachais & Oiliúna
LUIMNIGH & AN CHLÁIR
LIMERICK & CLARE
Education & Training Board



APPLICATION FORM FOR ADMISSION TO THE SPECIAL CLASS
(OTHER THAN JUNIOR INFANTS) - 2026/2027

This is an Application Form for admission to Junior Infants and does not constitute an offer of a place, implied or otherwise.

Completed applications will be accepted from:

05/01/2026

The closing date for receipt of applications is:

28/02/2026

All Application Forms and accompanying documentation should be sent to:

For office use only

Raheen Wood Community National School
Raheen Road,
Tuamgraney,
Co. Clare
V94 RW32

Date received:

____/____/____

School Stamp:

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

- ☐ A copy of long birth-certificate.
- ☐ 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).
- ☐ A relevant report containing the mandatory elements set out in the Admissions Policy.
- ☐ Documentation from the NCSE (National Council for Special Education) confirming that the child is known to the NCSE and has the required diagnosis and recommendation for a special class.

Please tick the Class Group the child is applying to enter:

- | | | | |
|---|---------------------------------------|---------------------------------------|--------------------------------------|
| <input type="checkbox"/> Senior Infants | <input type="checkbox"/> Second Class | <input type="checkbox"/> Fourth Class | <input type="checkbox"/> Sixth Class |
| <input type="checkbox"/> First Class | <input type="checkbox"/> Third Class | <input type="checkbox"/> Fifth Class | |

Please complete all sections of the following application using BLOCK CAPITALS									
SECTION 1 – CHILD DETAILS									
<i>Details of the child for whom this application is being made.</i>									
First Name:									
Middle Name:									
Surname:									
Child'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. / Mrs. / Ms. etc.)		
First Name:		
Surname:		
Address:		

Eircode:		
Telephone no.		
Email address:		
Relationship to child:		

SECTION 3 – STUDENT CODE OF BEHAVIOUR

Please confirm that the Student 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.raheenwood.org or from the school office.

I _____ confirm that the Code of Behaviour for the school 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.

SECTION 4 – SPECIAL CLASS

*The special class in Raheen Wood Community National School teaches students who have complex/severe educational needs arising from one or more of the following diagnoses: [Autism Spectrum Disorder, Asperger Syndrome.....]
Please ONLY complete if you are applying for the special class.*

Where the Applicant is seeking a place for the child in the special class, please provide details below of the complex/severe educational need(s) of the child. **A Relevant Report, containing the mandatory elements set out in the Admission Policy, must also be provided to the school with this Application Form so as to be considered for admission to the special class.**

Please note: In addition to the above, as per the school's Admission Policy, eligibility for the special class for transfer students is also subject to there being a place available in the relevant mainstream year group.

Please set out the details of complex/severe special educational need/s of the child:

SECTION 4A – SELECTION CRITERIA FOR ADMISSION TO THE SPECIAL CLASS IN THE EVENT OF OVERSUBSCRIPTION

This information will assist in determining whether the student meets the admission requirements for the special class in accordance with the order of priority as set out in the applicable section of Part B of the Admission Policy for Raheen Wood Community National School.

A. If the child currently has any siblings in the school, or has siblings who attended previously, please indicate their names and current year of study / previous years of attendance.

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

B. Please provide the name of the parent / guardian of the child where they are a member of staff of the school.

Staff Member's Name	
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C. 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:	

IMPORTANT INFORMATION:

- You are required to submit:
 - (i) A copy of the child's long birth-certificate
 - (ii) Recent proof of address -two distinct registered utility bills in relation to the address, dated within the last three months and in the name of the parent(s)/guardian(s)..
 - (iii) A relevant report containing the mandatory elements set out in the Admissions Policy.
 - (iv) Documentation from the NCSE (National Council for Special Education) confirming that the child is known to the NCSE and has the required diagnosis and recommendation for a special class, in addition to a relevant report.
- 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.
- Incomplete applications will not be processed by the school, in line with the Admission Policy.
- 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 LCETB, 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 Raheen Wood Community National School is a committee of Limerick and Clare Education and Training Board, Marshal House, Dooradoyle, Co. Limerick which is a data controller under the General Data Protection Regulations and the Data Protection Acts 1988 - 2018. The Data Protection Officer for LCETB is Aileen O'Sullivan and can be contacted at Limerick and Clare Education and Training Board, Marshal House, Dooradoyle, Co. Limerick.

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 Limerick and Clare Education and Training Board is subject.

The requirement to provide a birth certificate is in accordance with the Department of Education and Skills' Primary Circular 24/02, 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 Limerick and Clare Education and Training Board and externally with the NCSE and/or NEPS, for the purpose of determining the applicability of the selection criteria and/or allocating places in special classes, 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. 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 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 Limerick and Clare Education and Training Board's Data Retention Policy, which can be found at www.lcetb.ie.

A copy of the full Limerick and Clare Education and Training Board Data Protection Policy is available at www.lcetb.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 Limerick and Clare Education and Training Board 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.

