

Appendix 1:



Enrolment Application Form for intake in school year (2026-2027)

Please complete this form in full, attach an original copy of the child's birth certificate and submit supporting documentation, including diagnostic, psychological and all other relevant reports and return to the school.

All original documentation will be returned to you.

1: Student Information:

Proposed date of entry to school: _____

Child's Forename: _____ Child's Surname: _____

Date of Birth: _____ PPS Number: _____

Child's Address _____

_____ Eircode _____

Siblings in the School* _____

*siblings are defined as siblings, half-siblings, step siblings and foster siblings

2: Contact Details: NB-If any contact details change please inform the school immediately.

Parent 1 Name _____ Parent 2 Name _____

Mobile No: _____ Mobile No: _____

Email Address: _____ Email Address: _____

Please provide a second address if applicable: _____

Emergency Contact Details: (persons to be contacted when we are unable to contact parents)

Name of person 1 & relationship to student: _____

Contact Number 1: _____

Name of person 2 & relationship to student: _____

Contact Number 2: _____

Other information:

Family Doctor Name: _____ Tel: _____



Consultant (if relevant) _____ Tel: _____

Relevant Diagnosis: _____

Other information continued:

Your current CDNT: (Children's Disability Network Team)

☐ St. Gabriel's ☐ Blackberry Pk ☐ East Limerick Children's Services ☐ Other

If other please name: _____

Does any legal order under Family Law exist that the school should be aware of? ☐ Yes. ☐ No.

The school should also be informed of any court order which affects the child's welfare and also the name of any person into whose custody the child should not be given. _____

I acknowledge the school's Code of Behaviour and I agree to familiarise myself with it and abide by it. (The Code of Behaviour is available on the school website)

Signature of legal guardian 1 _____

Signature of legal guardian 2 _____

Do you consent to the sharing of information pertaining to your child's application with the Special Education Needs Organiser (SENO) in order to facilitate planning for potential placement? **Y/N** _____

Please see full list of required documentation below:

Documentation	Please tick if completed/enclosed
Completed Enrolment application form	
Original copy of child's birth certificate	
Diagnostic Report	
Diagnostic reports of any other conditions.	
Psychological Report.	
Recommendation for Special School	
Eligibility letter from the NCSE	
Read and agreed with the Code of Behaviour which is available on web-site www.redhillschool.ie and/or school reception	



Additional documentation if available.

Speech and Language Report	
Occupational Therapy Report	
Physiotherapy Report	
Individual Education Plan	
Individual Behaviour Support Plan	
End of Year School Report	
Transition report from current school/Teacher report	

Please tick if any of the above documents are included with the application or write N/A if not applicable to your child.

I confirm that I have signed this form and included all documents as indicated above.

Name of Legal Guardian 1: _____ **Name of Legal Guardian 2:** _____

(Block Capitals)

(Block Capitals)

Signature of Legal Guardian 1 _____ **Signature of Legal Guardian 2** _____

Date: _____

Date: _____

This policy has been reviewed and updated in compliance with the Department of Education's Circular 39/2025, which provides specific guidance for special schools and special classes

NB: Failure to fully complete and/or submit all relevant requested documentation by the notified date may result in your application being void.



Data Privacy Statement

The information provided on this form will be used by Red Hill School to apply selection criteria for enrolment in the school and to allocate school places in accordance with the school's Admissions Policy and the School's Annual Admission Notice.

Where a pupil is admitted to the school the information will be retained on the pupil's file.

On acceptance of an offer of admission, the information will be entered in the School Administration System Aladdin and will be uploaded to the Primary Online Database. The Primary Online Database (POD) is a nationwide individualised database of primary school pupils hosted by the Department of Education and Youth.

In the event of oversubscription, a waiting list of students whose applications for admission to Red Hill 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.

When a child's name is placed on a waiting list, and the child is not yet admitted to the school, the information provided on this form will be retained for the duration of the school year and will be securely destroyed thereafter.

Section 66(6) of the Education (Admission to school) Act 2018 allows for the sharing of certain information between schools in order to facilitate the efficient admission of students. The information which may be provided to a Patron or another Board of Management for this purpose may include all or any of the following:

- (i) the date on which an application for admission was received by the school;
- (ii) the date on which an offer of admission was made by the school;
- (iii) the date on which an offer of admission was accepted by an applicant
- (iv) A student's personal details including his/her name, address, date of birth and personal public service number (within the meaning of section 262 of the Social Welfare Consolidation Act 2005)