



Application Form - School Transfer

Admission Policy

Please read our Admission Policy prior to application. A copy of the school's Admission Policy and the Application Form for a School Transfer is available as follows:

- To download at www.stkieranscollege.ie
- On request, by writing to the School Office, St Kieran's College, Kilkenny or by emailing school@stkieranscollege.ie

Section 1: Applicant Details

Surname:	
First Name(s):	
Date of Birth:	
Address:	
Eircode:	
Current School:	
Current Year Group:	

Section 2: Special Class Application

Only complete this section if applying for a place in one of the Special Classes

- St Kieran's College, with the approval of the Minister for Education, has established two classes to provide an education exclusively for students with Autism.
- Priority is given to this category subject to the number of available places in the Special Classes.
- In the event of the demand for places in the Special Classes exceeding the number of available places, offers will be made on the basis of the selection criteria outlined in the Admission Policy.
- Please consult the Admission Policy for all information regarding applications for the Special Classes.

- Applications for enrolment to these classes must be accompanied by a professional reports outlining: - diagnosis of autism: DSM IV/V or ICD 10/11 (psychologist, psychiatrist, multi-disciplinary report) AND a demonstration of the understanding of complexity of the child's overall level of need/s evidenced in the professional reports, AND given the severity or complexity of the child's support needs, a clear professional recommendation as to what educational placement type would be most appropriate to best meet the child's needs, along with rationale for same AND a letter from the NCSE confirming that the child is known to them and that the child has the required the required diagnosis and recommendation for a special class for autism. **Please contact the school office to arrange submission of any supporting relevant documentation.**

	Yes	No
I wish to apply for my son to be enrolled in the Special Class?		
Do you wish to apply for your son to be considered for a place in the Mainstream Class, subject to Selection Criteria outlined in the Admission Policy, in the event of not securing a place in the Special Class.		

Section 3: Parent/Guardian Details

	1. Mother/Guardian	2. Father/Guardian
Surname:		
First Name(s):		
Relationship to Applicant:		
Mobile Phone:		
Home Phone:		
Email:		
Address:		
<i>(if different to student's</i>		
<i>address above)</i>		

Section 5: Declarations

	Signed	Date
Mother/Guardian:		
Father/Guardian:		

Email to receive confirmation of receipt of Application Form	
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Please return a copy of the completed Application Form with all other relevant documents to:

- The purpose of this Application Form is to register your details for consideration for a place in St Kieran's College, as outlined in the school's Admission Policy.
- I/We understand that it is our responsibility to read the Admission Policy, which is available on the school website, www.stkieranscollege.ie before submitting this form.
- I/We understand that applications must be made on this official application form only and should be accompanied by the two most recent school reports and a cover-letter explaining why you are considering a school transfer at this time.
- I/We understand that by signing this form I/We declare all information contained to be true and accurate.
- I/We also agree to our information being gathered by St Kieran's College in line with the St Kieran's College Data Protection Policy, which is also available on the school website.
- I/We accept that, as outlined in Section 12 of the Admission Policy, the sharing of personal data between schools may be necessary in order to facilitate the efficient admission of students.
- I/We accept that, where an applicant for the Special Class is placed on a waiting list for a place, their personal data may be shared with the National Council for Special Education for the purposes of planning for the provision of special education placements.
- We will receipt all applications received, via email to the email address provided below.
- If you do not receive same within a couple of days, the onus is on you to contact the school.
- The school does not take any responsibility for Application Forms not received.

The School Office, St Kieran's College, Kilkenny

or via email to:

school@stkieranscollege.ie

Office Use Only	
Date Received:	
Email Receipt Sent:	
Admin:	