msletb
Bord Oideachais agus Oiliúna
Mhaigh Eo, Shligigh agus Liatroma
*Mayo, Sligo and Leitrim*
*Education and Training Board*

St. Tiernan's College

## APPLICATION FORM FOR ADMISSION TO FIRST YEAR – 2027/2028

| ***This is an application form for admission to First Year and does not constitute an offer of a place, implied or otherwise. Use of the word 'student' throughout this Application Form does not imply that the person on whose behalf this application is being made is regarded as a having been accepted as a student of St Tiernan's College.*** | |
|---|---|
| Completed applications will be accepted from: | 19/11/2026 |
| The closing date for receipt of applications is: | 10/12/2026 |

| **All Application Forms and accompanying documentation should be sent to:** | **For office use only** |
|---|---|
| St Tiernan's College<br>Crossmolina<br>Co Mayo<br>F26 WK25 | Date received: ____/____/_____<br>School Stamp: |

| **Please complete all sections of the following application using BLOCK CAPITALS** | |
|---|---|
| **SECTION 1 - PROSPECTIVE STUDENT DETAILS** | |
| *Details of the young person for whom this application is being made.* | |
| **First Name:** | |
| **Middle Name:** | |
| **Surname:** | |
| **Student Address:** | |
| | |
| | |
| | |
| **Eircode:** | |

| PPSN: | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|

| SECTION 2 – DETAILS OF PARENT/GUARDIAN | | |
|---|---|---|
| *This section is NOT required to be completed where the student is over 18 unless s/he wishes the school to communicate with his/her parent/guardian about this application instead of directly with the student. The 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.* | | |
| | **Parent / Guardian 1** | **Parent / Guardian 2** |
| **Prefix: (e.g. Mr. / Ms. / Ms. *etc*.)** | | |
| **First Name:** | | |
| **Surname:** | | |
| **Address:** | | |
| | | |
| | | |
| | | |
| | | |
| **Eircode:** | | |
| **Telephone no.** | | |
| **Email address:** | | |
| **Relationship to student:** | | |
| **Mother's Maiden Name** | | |

| SECTION 4 – SELECTION CRITERIA FOR ADMISSION IN THE EVENT OF OVERSUBSCRIPTION |
|---|
| *This information will assist in determining whether the student meets the admission requirements for the mainstream year group in accordance with the order of priority as set out in the applicable section of Part B of the Admission Policy for St Tiernan's College.* |
| |

| A. If the student currently has any siblings in this school, please indicate their names and current year of study. | |
|---|---|
| **(i) Name:** | |
| **Year:** | |
| **(ii) Name:** | |
| **Year:** | |
| **(iii) Name:** | |
| **Year:** | |
| **(iv) Name:** | |
| **Year:** | |

| B. Please provide details of the primary school attended by the student | |
|---|---|
| **School name:** | |
| **School address:** | |
| | |

| | |
|---|---|
| | |
| **Please confirm that the student attended this primary school for all of 5th class (and is now in 6th class in this school). Please be advised that the primary school will be asked for confirmation of same.** | ☐ **Yes** ☐ **No** |

| **A. Please provide the name of the parent/guardian of the student where they are a member of staff of the school** | |
|---|---|
| **Full Name:** | |

**IMPORTANT INFORMATION:**

- **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 personal data is processed by the school and MSLETB, please see overleaf.**

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

***NOTE:*** *Should the student receive a place in St Tiernan's College, there is no guarantee that the student will be assigned his/her selected subject choice due to resource issues and/or restrictions on the numbers of students per class.*

_____ _____

**(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 St Tiernan's College is a committee of MSLETB, Newtown, Castlebar, Co Mayo, which is a data controller under the General Data Protection Regulations and the Data Protection Acts 1988 - 2018. The Data Protection Officer for MSLETB is Celina Leonard and can be contacted at 094-9024188 or celinaleonard@msletb.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 MSLETB is subject.

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 MSLETB 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 student 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 MSLETB's Data Retention Policy, which can be found at www.msletb.ie

A copy of the full MSLETB Data Protection Policy is available at www.tiernanscollege.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 and 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 MSLETB 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.