



# Our Lady's Grove Secondary School

Goatstown Road, Dublin 14, D14AK75

## Application Form

1st Year entry commencing September 2024

(Completed forms must be received before 23rd October 2023 - 4.00 p.m.)

Full Name of Student:

(As on Birth Certificate)

Date of Birth:

Country of Birth:

Nationality:

Religion:

Present School:

Present Class:

Number of years in present school:

Home Address:


Parents Names:

Father:

Mother:

Contact Phone Numbers:

Father:

Mother:

Home Phone Number:

E-Mail Address:

Will this Applicant have a sister attending the school at year of entry?

YES

☐

NO

☐

If YES, Sister's Name:

Name(s) of sister(s) who **PREVIOUSLY** attended Our Lady's Grove Secondary School:

Name:	Year Left:
Name:	Year Left:

Is the Mother of the applicant a Past Pupil of this School:

YES

☐

NO

☐

If YES, please give Mother's Maiden name and years she attended

Has the Applicant any additional physical or educational needs the school should be aware of:

YES

☐

NO

☐

If YES, please state:

In signing this application form, I / We confirm that I / We have provided complete and correct information regarding my / our daughter's application.

I / We have read and accept the Code of Behaviour of Our Lady's Grove Secondary as published on website [www.olgrove.ie](http://www.olgrove.ie)

I / We understand that the Principals of local Secondary Schools may share enrolment lists of incoming First Years for 2024..

Parent/Guardian 1 (PRINT NAME) \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parent/Guardian 2 (PRINT NAME) \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Application form must be submitted by post in **hard copy** only to:

Admissions Secretary, Our Lady's Grove Secondary School, Goatstown Road, Dublin 14 D14AK75

All sections of this form must be completed in BLOCK CAPITALS

Submission of this application form is not a guarantee of place.

Places are only considered secure on receipt of a formal offer from the school, as per our Admission Statement.

Criteria for the processing of applicants for admission is available on our website [www.olgrove.ie](http://www.olgrove.ie) under **Parent Info**

A written acknowledgement of the receipt of this Application Form will be sent from the school to the address provided on the form. This receipt will issue within 7 working days.

It is the responsibility of the Parent/Guardian to notify the school if no receipt is received.

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*Applicants should read the school's Admission Policy, which is available on [www.olgrove.ie](http://www.olgrove.ie) prior to completing the application form.*

*The information requested on the application form is required in order to process your application for admission to the school.*

*The information provided by you will be treated confidentially and processed in line with the school's Admission Policy.*

*Any personal data provided on this form will be used to (i) identify applicants (ii) process an application in line with the school's admissions policy (iii) communicate with parents/guardians in respect of an application (iv) notify parents/guardians of the outcome of an application.*

*The information will be retained for an appropriate period thereafter to address any potential queries arising from the application process or added to the student's school file in the case of successful applicants.*

*In accordance with section 66(6) of the Education Act 1998, as amended, personal data relating to applications for admission may be shared with the Board of Management of another school or the patron in order to facilitate the efficient admission of students. This information may include the date on which an application was received by the school, the date on which an offer was made and the date on which an offer was accepted. Personal information concerning applicants may also be shared, including their name, address, date of birth and PPS number.*

*Further information on the handling of your personal data, including how to exercise your rights under GDPR, is set out in the school's Data Protection Policy, which is available on [www.olgrove.ie](http://www.olgrove.ie) under Parent Info*