Coláiste na Mí
Campas Oideachais Bhaile Eoin
Baile Eoin
An Uaimh
Contae na Mí
C15 T028
Oifig: 046 901 2130
www: colaistenami.ie

Coláiste na Mí
Johnstown Educational Campus
Johnstown
Navan
Co Meath
C15 T028
Office: 046 901 2130
email: colaistenami@lmetb.ie

APPLICATION FORM FOR ADMISSION (MAINSTREAM) FOR TRANSFER STUDENT – 2026/2027

This is an application form for students seeking admission to a year group other than 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 Coláiste Na Mí.	
Completed applications will be accepted from:	1st May 2026
The closing date for receipt of applications is:	22nd May 2026 @ 3pm

All Application Forms and accompanying documentation should be sent to:	**For office use only**
Coláiste na Mí Johnstown Educational Campus, Navan, Co. Meath C15TO28	Date received: ____/____/_____ School Stamp:

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

☐ ***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).*

☐ *If applying for the Special Class, a Relevant Report completed within the previous 24 months, containing the mandatory elements set out in the Admission Policy.*

Please tick the Year Group the student is applying to enter:

☐ Second Year	☐ Fifth Year	☐ L.C.A.* (Fifth Year)
☐ Third Year	☐ Six Year	☐ L.C.A.* (Sixth Year)
☐ Transition Year		*LCA = Leaving Certificate Applied

If you selected L.C.A (Fifth Year) or L.C.A (Sixth Year) above, please also confirm if this application is being made for:

LCA only: ☐ *OR* LCA or the mainstream Year Group: ☐

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:									
Date of Birth:									

SECTION 2 – DETAILS OF PARENT/GUARDIAN		
This section is <u>NOT</u> 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:		

SECTION 3 – STUDENT CODE OF BEHAVIOUR
Please confirm that the Student Code of Behaviour is acceptable to you as a parent/guardian and that you shall make all reasonable efforts to ensure compliance of same by the student if s/he secures a place in the school. Please note that the Code of Behaviour can be found at www.colaistenami.ie or from the school office.
I _____ confirm that the Code of Behaviour for the school is acceptable to me as the student's parent/guardian and I shall make all reasonable efforts to ensure compliance by the student if s/he secures a place in the school.

SECTION 4 – SELECTION CRITERIA FOR ADMISSION IN THE EVENT OF OVERSUBSCRIPTION	
This information will assist in determining whether the student meets the admission requirements in accordance with the order of priority as set out in the applicable section of Part B of the Admission Policy for Coláiste na Mí.	
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:	

B. If the student has previously had any siblings in this school, please indicate their names and years of attendance.	
(i) Name:	
Year(s):	
(ii) Name:	
Year(s):	
(iii) Name:	
Year(s):	

C. Please provide details of the primary and current school attended by the student.	
Primary school name:	
Current school name:	
School address:	

SECTION 5 – SPECIAL CLASS

The special class in Coláiste na Mí teaches students who have the following special educational need: Autism Spectrum Disorder.

*Please **ONLY** complete if you are applying for the special class.*

Please confirm if this application is being made for:

The special class only: ☐ ***OR*** The special class and/or the mainstream year group: ☐
(Tick this box if you are applying for a place in the mainstream class even if there are no places in the special class.)

Where the student is seeking a place in the special class, please provide details below of the special educational need(s) of the student.

A Relevant Report, containing the mandatory elements set out in the Admission Policy, completed within the last 24 months, must also be provided to the school with this Application Form so as to be considered for admission to the special class.

Please note: as per the school's Admission Policy, eligibility for the special class is subject to the student having needs which fall within the category of special educational needs provided for by the special class and for transfer students, is subject to there being a place available in the relevant year group.

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

SECTION 5A – SELECTION CRITERIA FOR ADMISSION TO THE SPECIAL CLASS IN THE EVENT OF OVERSUBSCRIPTION

A. If the student currently has any siblings in this school, please indicate their names and current year of study.	
(iv) Name:	
Year:	
(v) Name:	
Year:	
(vi) Name:	
Year:	

B. The greatest level of need, as determined by the Principal in consultation with the SEN team in the school, having considered the Relevant Report of the Child;	
Report Submitted:	***Please tick*** ***YES*** ☐ ***NO*** ☐

IMPORTANT INFORMATION:

- ***You are required to submit 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.***

- ✓ ***If If applying for the Special Class, a Relevant Report completed within the applicable timeframe, containing the mandatory elements set out in the Admission Policy.***

- ✓ ***If applying for the Special Class, 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 is 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 LMETB, please see overleaf.**

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

NOTE: *Should the student receive a place in* Coláiste na Mí*, 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 Coláiste na Mí is a committee of LMETB, www.lmetb.ie which is a data controller under the General Data Protection Regulations and the Data Protection Acts 1988 - 2018. The Data Protection Officer for LMETB is Martin O'Brien and can be contacted at dataprotection@lmetb.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 LMETB 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 LMETB and externally with the NCSE and/or NEPS for the purpose of determining the applicability of the selection criteria, and possibly with the patron or board of management of other schools, and/or the Department of Education, 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 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 LMETB's Data Retention Policy, which can be found at www.lmetb.ie

A copy of the full LMETB Data Protection Policy is available at: https://www.lmetb.ie/corporate/corporate-education-services/data-protection/ 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 LMETB 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.