



# Ashfield College

## Application Form

### 2022-2023

Please attach 2 signed  
Passport Photos

*Over 40 years of Excellence in Education*

*Ashfield College, Sandyford Road, Dundrum, Dublin 16, D16 W2 6Z*

*All information which is provided as part of this application is gathered, collated, processed and stored in accordance with appropriate Data Protection and GDPR legislation. See Section 9 for further information.*

*Please be advised that a completed Application Form and its associated documents, such as transcripts of results, must be presented at interview. Any outstanding documents must be provided before an offer of a place will be made. Incomplete applications will delay the Admissions Process.*

All sections of this Application Form must be completed.

Please email your completed Application Form and associated documents to:

admissions@ashfieldcollege.ie

#### Proposed Year Group of Entry

Transition Year	
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#### Section 1: Student's Details

Surname	
First Name	
Address	
Student Email	
Student Number	Mobile
Date of Birth	
Country of Birth	
Nationality	
Length of time in Ireland	
PPSN	

### Section 2: Parent/Guardian Details

<b>Parent/Guardian No. 1</b>		<b>Parent/Guardian No. 2</b>	
<b>Relationship to Student</b>		<b>Relationship to Student</b>	
<b>Surname</b>		<b>Surname</b>	
<b>First Name</b>		<b>First Name</b>	
<b>Mobile</b>		<b>Mobile</b>	
<b>Email</b>		<b>Email</b>	
<b>Address</b>		<b>Address if different</b>	
<b>Please tick who is to be considered to be the primary contact</b>			
<b>Please tick who is to be considered to be the emergency contact</b>			
<b>Please tick who should receive correspondence from the school (school report, notices, invoices etc.)</b>			

### Section 3: Education

<b>Current School</b>	
<b>Current Year</b>	
<b>Other Post Primary schools attended and years of attendance</b>	
<b>Personal Statement: (Please outline in a short paragraph why you wish to apply for a place in Ashfield College. This will be used as part of the discussion at interview stage).</b>	
<b>School Reference: (A reference check will be made before a student joins the school. Please note: we will never make contact with a referee without your prior consent).</b>	
<b>Name of Referee</b>	
<b>Role of Referee</b>	
<b>Email</b>	
<b>Phone Number</b>	
<b>I give my consent for Ashfield College to make contact with the above named person in order to gain a reference for my son/daughter.</b>	



### Subjects in Ashfield College

Please outline below, the level of subjects which the student has completed this far in English and Maths

No.	Subject Choice	Level (H/O)
1.	English	
2.	Maths	

### Section 4: Attendance Record

Please indicate the number of days absent from school in the last academic year:

1-5 days		6-10 days		11+ days	
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If absent for 8 days or more, please outline details of same:

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### Section 5: Behaviour Record

Have you had disciplinary/behavioural issues in a previous school?

YES		NO	
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If yes, please outline details of same:

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Have you ever been suspended/expelled/requested to leave any school?

YES		NO	
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If yes, please outline details of same:

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**Section 6: Medical Information/Reasonable Accommodations**

In order to assess the requirements of a student and to fulfil the school's duty of care, we require the following information from parents/guardians on application for a place in Ashfield College.

Do you have any illnesses/allergies/diagnoses which it is important for us to know about?

YES		NO	
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If yes, please outline details of same:

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**Have you been in receipt of Reasonable Accommodations previously?**

<b>YES</b>		<b>NO</b>	
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**If yes, please provide a copy of the student’s medical/psychological/clinical report(s) along with this Application Form.**

**If yes, please outline the reasons for receiving a Reasonable Accommodation (please tick as appropriate):**

<b>Learning Difficulty</b>		<b>Hearing Difficulty</b>		<b>Visual Difficulty</b>		<b>Physical Difficulty*</b>	
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\* This category is taken to include medical, sensory, mental health and behavioural difficulties as well as physical difficulties (SEC, 2020)

**Please outline what exam this was for:** \_\_\_\_\_

**Please outline the nature of the Accommodation that was granted: (please tick as appropriate)**

Learning Difficulty		Hearing Difficulty		Visual Difficulty		Physical Difficulty*	
Reader		Personal CD Player		Standard examination paper enlarged to A3 size		Word processor, standard or voice-activated or a recording device	
Reading Assistant		Special Centre		Modified examination paper (visual elements removed or simplified), enlarged to A3 size.		Use of drawing aids	
Exam Reading Pen		Modified Aural Exam		Braille version of modified paper		Junior Cycle Home Economics only – exemption from the practical and/or project	
Word Processor/Recording Device		Exemption from the aural examination		Individual Reader			
Waiver (spelling, grammar, punctuation)		Exemption from the aural component of the Music examination		Reading Assistant			
		Sign language interpreter		Exam Reading Pen			
		Special Oral Examiner		Word processor or recording device			
		Exemption from the oral tests		Use of drawing aids			
		Seating close to superintendent and/or CD		Colour identifier in Geography			
				Low vision aids, magnifiers and reading lamps			

## Section 7: Marketing and Image Consent

How did you hear about us?

<b>Friend</b>		<b>Attended Grinds</b>		<b>Flyer</b>		<b>Radio Ad</b>		<b>Cinema Ad</b>		<b>Newspaper</b>	
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I consent to having my photograph taken while on school tours or while attending school events. [  ]

I consent to images being posted to the college social media page. [  ]

I consent to my image being used for general marketing purposes. [  ]

## Section 8: Declaration

I/we agree that all of the information provided on this Application Form is an accurate summary of my son/daughter's educational history and I/we understand that a place in Ashfield College is offered subject to the accuracy of this information. I/we understand that Ashfield College may rescind the offer of a place if behavioural issues have not been disclosed.

I/we agree that, in Ashfield College, continued study is subject to the student adhering to the College's Code of Conduct. Transfer from Transition Year in to 5<sup>th</sup> Year is not guaranteed; rather it is dependent upon the student's performance and adherence to the College's Code of Conduct.

I/we agree that continued attendance in the College is also subject to fees being paid as per the agreed Schedule.

I/we, undertake to pay all fees to Ashfield College as per agreed Schedule of Fees.

I/we agree that my son/daughter agrees to adhere to Ashfield College's Code of Conduct, Anti-Bullying Policy, Attendance Policy, Health & Safety Policy and Acceptable Use of Technology Policy.

<b>Student's Signature</b>	<b>Date</b>
<b>Parent's Signature</b>	<b>Date</b>

## Section 9: Data Protection Statement

We at Ashfield College (part of The City Education Group) respect your privacy. We will handle your personal information in compliance with all relevant laws and regulations.

All details gathered, collated, stored and processed throughout the various stages of this application are done so in accordance with appropriate Data Protection and GDPR legislation.

The information contained in this form is held in the strictest confidence by the College. The provision of personal information is required in order for the College to assess the requirements of a student and to fulfil the school's duty of care. It is also required in order to communicate with the State Examinations Commission (SEC), the Central Applications Office (CA), or to complete Disability Access Rote to Education (DARE) Applications on behalf of the student.

This Application Form, whether soft or hard copy, will be destroyed by the College once the student has completed their course of study and it is no longer necessary for the College to act on the student's behalf with the State Examinations Commission and/or any other State body.

By submitting this application form for Ashfield College you are confirming that you wish to apply for a place at Ashfield College and you are agreeing that Ashfield College can contact you about our full-time school programmes using the contact details you provide in this form. You will be able to withdraw your consent to contact at any time by sending a request to unsubscribe from contact to [info@ashfieldcollege.ie](mailto:info@ashfieldcollege.ie)

Our full statement regarding Group Policies on handling of personal information and GDPR is available here: <http://www.ashfieldcollege.ie/privacy-statement-students/>

**Section 10: Enclosed/Attached Documents**

All documentation listed below, must be presented at interview with this Application Form (tick relevant boxes). Incomplete applications will delay the Admissions process.

<b>Item</b>	<b>Provided (Please tick)</b>
Application Form Completed in Full & Signed	
Copy of most recent School Exams i.e. Autumn, Winter, Spring or Summer Exams	
Copy of most recent School Report, with results & teacher comments	
Copy of Junior Cycle Mocks (if applicable)	
Copy of Junior Cycle results (if applicable)	
Copy of Leaving Certificate Mocks (if applicable)	
Copy of Leaving Certificate results (if applicable)	
Copy of medical/psychological/clinical reports (if applicable)	
Two signed passport photos	

**For Office Use Only:**

<b>Student No.:</b>	_____	
<b>Int. Date:</b>	_____	
<b>Int. By:</b>	_____	
<b>Status I:</b>	_____	<b>Date:</b> _____
<b>Status II:</b>	_____	<b>Date:</b> _____
<b>Registration Authorisation:</b>	_____	<b>Date:</b> _____