



ST. MARY'S COLLEGE

Ballysadare, Co. Sligo, Tel: 071 9167579, Fax: 071 9130454, Email: info@smcb.ie

Enrolment Application Form for 2026/2027

Personal details of the student applying for admission:

Forename: _____ (as on birth certificate)

Surname: _____ (as on birth certificate)

Preferred name if different from above: _____

Address:

_____ Eircode: _____

Date of Birth: _____ Student PPS Number: _____

Gender: **M / F** Student Nationality _____

Mother's former surnames (if any): _____

Mother tongue English or Irish **Y / N**

Ethnicity and Cultural Background (as required by the Department of Education) : Please tick one

White Irish ___ Irish Traveller ___ Roma ___ Any other White Background ___

Black or Black Irish-African ___ Black or Black Irish-any other background ___

Asian or Asian Irish- Chinese ___ Asian or Asian Irish-Indian/Pakistani/Bangladeshi

Asian or Asian Irish-any other Asian Background ___ Other including mixed group/background-Arabic ___

Other including mixed background ___ No consent ___

Present (or last school attended) School Name and Address:

Name of sister/brother currently/formerly at St. Mary's College:

Student to enter 1st/2nd/3rd/TY/5th/6th Year (Circle one) Date of Entry __/__/20__

If a student is transferring from another Post Primary School, are they applying to repeat a year?

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Has the student an official Irish Exemption? _____ **Proof of exemption must be enclosed.**

Parent/Guardian details:

Name of Mother/Guardian 1:

Mobile Phone: _____ Email:

Name of Father/Guardian 2:

Mobile Phone: _____ Email:

St. Mary's College has been approved for a class as to meet the needs of students with complex and severe educational needs arising from their diagnosis of Autism Spectrum Disorder (ASD). The class is intended for students who have a diagnosis of ASD meeting DSM IV/V or ICD-10 diagnostic criteria. The class is for all students who meet these criteria irrespective of cognitive ability.

I confirm that this application is being made for (please tick):

The SEN class only:

All required information as required in our Admissions Policy is included with this

The information I have submitted is correct and I am aware of the procedures for enrolment to First Year/Other Years 2026/2027. I understand that a student is enrolled for full time attendance for the full academic year.

Signed (Parent/Guardian 1): _____ Date:

Signed (Parent/Guardian 2): _____ Date:

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Enrolment Procedure for incoming 1st Years 2026/2027

For incoming students from primary schools, the following is important:

- The school will commence accepting applications for admission on October 15th, 2025
- The school will cease accepting applications for admission at 4pm on Friday January 16th, 2026
- Applicants will be notified in writing of the decision on their application by January 23rd, 2026
- Applicants must confirm acceptance of an offer of admission by February 13th, 2026.
- Applications received after the closing date will be placed on a waiting list.

Additional Information required for enrolling students **to be returned to St. Mary's College**

**ALONG WITH A COPY OF BIRTH CERTIFICATE or Irish Passport
before 16th January 2026**

Students name: _____

Official Irish Exemption: Yes / No **(please circle one)**

Copy of Exemption: Enclosed / Previously submitted to school

Proof of Irish Exemption must be submitted

Other emergency contact name and number which is **NOT** already listed on enrolment form.

Name: _____ Contact Number: _____

Relationship to Student: _____

Details of any specific needs – learning, behaviour, emotional:

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Student tested by Educational Psychologist Yes / No

If yes, please submit copy of report.

Health or medical concerns for student:

Procedures to follow for any particular illness:

Any other relevant information you would like school to be aware of e.g. co-parenting :

Enrolment Forms Privacy Notice

Who is collecting the data:

St. Mary's College
Ballysadare,
Co. Sligo.
T: 071 9167579
E: info@smcb.ie

This Privacy Notice governs the manner in which St. Mary's College collects, uses, maintains and discloses information collected using School Forms.

Personal Identifiable Information (School):

We collect personal identification information from students and prospective students in a variety of ways in connection with the delivery of education at our school. We will collect personal identification information from data subjects only if they voluntarily submit such information to us:

Student's Data (Lawful Basis: Public Interest, Consent, Legal Obligation):

- Name; surname; date of birth; PPS number; address; nationality; country of birth; medical conditions; programme subjects and courses exemptions; medium of learning Irish/English; psychometric testing results (where applicable); psychological assessment results (where applicable); book rental scheme; transportation scheme.
- Parent/guardian name; phone number; home address; mobile number; emergency contact person and phone number, email, mother's maiden name; family members in school; medical card.
- Name, address and phone number of GP, previous educational history.
- Photos with classmates, tours, matches, awards etc.
- CCTV images.
- Classroom based assessments and exam results.
- State examination results.

How we use collected information:

We use your personal data for purposes including:

- your child's application for enrolment.
- to provide your child with appropriate education and support.
- to monitor your child's academic progress.
- to care for your child's health and well-being.
- to care for our staff and students.
- to process grant applications, fees and scholarships.
- to coordinate, evaluate, fund and organise educational programmes.
- to comply with our legal obligations as an education body.
- to comply with our monitoring and reporting obligations to Government bodies.
- to process appeals, resolve disputes, and defend litigation etc.