

St Patrick's College Cavan

Application For Enrolment 2026-2027

First Year Only (Form 1)



This is an application form for admission and does not constitute an offer of a place, implied or otherwise.
Only complete applications will be considered. A complete application consists of a fully completed Form 1 and the required documents submitted with it.

Completed applications will be accepted from:	16th October 2025
The Closing Date for receipt of applications is:	<u>3pm Friday 7th November</u>

Completed application forms and accompanying documents should be returned by hand or post to:	St Patrick's College, Cavan, Co. Cavan H12 K827
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Office Use Only (an application is incomplete without the documents below. Incomplete applications should not be accepted)	Date Received:
1. Birth Certificate (Original and Copy):	Yes No
2. Baptismal Certificate (Catholic Applicants only)	Yes No
Note: All applications submitted without a Baptismal Certificate will be treated as non-Catholic applicants.	

Applicants should read the school's Enrolment Policy, which is available on www.stpatscavan.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.stpatscavan.ie.

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Section 1 – Applicant Details (PLEASE PRINT IN BLOCK CAPITAL)	
Applicant First Name:	
Applicant Surname:	
Applicant Address:	
County:	Eircode:
Applicant PPS Number:	Applicant Date of Birth:

Section 2 – Parent/Guardian Details		
<i>The information is sought for the purposes of making contact about this application. If more than one name is entered and they have the same address, only one letter will issue and will be addressed to both individuals.</i>		
	Parent/Guardian 1	Parent/Guardian 2
First Name		
Surname		
Relationship to Applicant		
Address		
Eircode		
Contact No		
Email Address		

Section 3 – SELECTION CRITERIA TO APPLY FOR ADMISSION IN THE EVENT OF OVERSUBSCRIPTION

The information provided will assist in determining the order of priority for admission as set out in Section 6 of the St Patrick’s College Enrolment Policy

Name of Parent Employed Full-time in the College	
Name of Brother/s Currently in School & Year	
Religious Denomination (Catholic Students attach a Baptismal Certificate)	
Current National School	
Brother as Past Pupil & Year Left School	

Section 4 – Other eligibility criteria as set in Section 3 of the St Patrick’s College Enrolment Policy

Under Department of Education and Skills Rules for Secondary Schools, the applicant must have reached 12 years of age on 1st January in the calendar year (2027) following his entry into First Year. Therefore, the school requires sight of the child’s birth certificate in order to assess whether he meets the requirement.

Please tick the box to confirm that you enclose the child’s original birth certificate and a photocopy of same with this Application Form:

I enclose the child’s original birth certificate and a copy of same with this Application Form. (The original will be returned to you.)

The applicant must be willing, with his parents/guardians, to accept in writing the College’s Code of Behaviour and Code of Discipline. Please note that the Code of Behaviour can be found at www.stpatscavan.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 he secures a place in the school.

I confirm that I have been provided with a copy of the Enrolment Policy of the school and I agree to accept and comply with all the terms and requirements of an application as set out therein.

Signature of Parent/Guardian: _____

Date: _____



St. Patrick's College Cavan Enrolment Form Privacy Notice (effective 25th May 2018)

Who is collecting the data
St. Patrick's college, Cavan
Cavan, Co. Cavan.
T: 049 436 1888
E: principal@edu.stpatscavan.ie

This Privacy Notice governs the manner in which St. Patrick's college, Cavan collects, uses, maintains and discloses information collected via the enrolment form and throughout the students' time at the school.

Personal Identifiable Information (School)

We collect personal identification information from students & 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 & Courses Exemptions; Medium of learning Irish/English; Copy of Birth Certificate; Baptismal Certificate; 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 & No., Email, Mothers Maiden Name; Family Members (current / past); Medical Card.
- Name, Address & Tel. No. of GP, Previous Educational History.
- Classroom based assessments and exam results.
- State Examination Results.
- Student Photograph.
- Photos with classmates, tours, matches, awards etc.
- CCTV Images.

How we use collected information

We use your personal data for purposes including:

- your application for enrolment.
- to provide you with appropriate education and support.
- to monitor your academic progress.
- to care for your 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.
- for the safety of our staff and students and for the protection of personal and school property (use of CCTV)

How we protect your information

We adopt appropriate data collection, storage and processing practices and security measures to protect against unauthorized access, alteration, disclosure or destruction of your personal information.

How long do we keep your personal information?

We keep your personal information for a length of time as per our Retention Policy i.e. For students, this generally means we will retain data for up to 7 years after a student has left the school. After this time, your data will be destroyed by confidential shredding our deletion from our school's database.

In certain circumstances we may retain your data longer, these circumstances and the retention period are outlined in St. Patrick's college, Cavan Data Protection Policy which is available to you on request.

Sharing your personal information

We do not sell or trade personal identification information to others. We may share your data with the State Examinations Commission, the Department of Education and Skills, NCSE, TUSLA, An Garda Síochána, HSE, the Department of Social Protection, the Revenue Commissioners etc.

The level of sharing and the nature of what is shared depend on various factors. The Government bodies to which we transfer your personal data will use your personal data for their own purposes (including: to verify other information they already hold about you, etc.) and they may aggregate it with other information they already hold about you and your family. We also share your personal data with other third parties including our insurance company and other service providers (including IT providers, security providers, legal advisors etc), We are legally required to provide certain records relating to the progress of a student (under 18 years) in his/her education to the student's parents/guardians, including results of examinations.

Your rights

You have a number of rights in relation to your personal information. These rights include the right to:

- request information regarding the personal data that we hold about you and the source(s) of that information. You can request a copy of any personal data we hold about you. This service is free of charge.
- request that we rectify without undue delay any inaccuracies in relation to the personal data we hold.
- in some circumstances, request the erasure of your personal data or object to the processing of your data.
- obtain restriction of processing in some circumstances.
- object to any processing in some circumstances.
- in some circumstances, request that your personal data be transferred to you or a new school if the data is processed automatically (Please note, that we retain only a copy of certain data collected from you. Furthermore, we do not avail of systems that make automated decisions based on your data);
- if we are processing any data for which you have given consent, you may withdraw consent to us processing your personal data. This will not affect the processing already carried out with your consent; and
- lodge a complaint with a supervisory authority. In Ireland, this is the Office of the Data Protection Commissioner.

Any enquiries regarding the above rights or if you wish to exercise any of these rights or any other rights provided for in this Statement please contact us.