

KILKENNY COLLEGE



**CASTLECOMER ROAD
KILKENNY
IRELAND**

TELEPHONE 056-7761544
E-MAIL admissions@kilkennycollege.ie
WEBSITE www.kilkennycollege.ie

APPLICATION FORM FOR SPECIAL CLASS (ASD) 2026/2027

NAME OF STUDENT _____

YEAR GROUP IN 2026/2027 _____

IS APPLICATION FOR A DAY OR BOARDING PLACE _____

Declaration

Submission of the Application Form does not guarantee a place. Students are offered places in accordance with the Kilkenny College Admissions Policy (see website [Kilkenny College](http://www.kilkennycollege.ie)). This is an Application Form for admission 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 or whose behalf this application is being made is regarded as having been accepted as a student at Kilkenny College.

A copy of our Admissions Policy and the Admissions Notice can be found on our website [Kilkenny College](http://www.kilkennycollege.ie).

Please complete this form using **BLOCK CAPITALS** and return it to the Principal, Kilkenny College, Castlecomer Road, Kilkenny R95 CF61 (if by post) or to admissions@kilkennycollege.ie (if by email). Submission of the Application Form does not guarantee a place. Students are offered places in accordance with the Kilkenny College Enrolment Policy (See website www.kilkennycollege.ie).

Please complete all sections. Should you have any queries regarding this Application Form please contact admissions@kilkennycollege.ie.

PROSPECTIVE STUDENT DETAILS	
First Name	
Surname	
Name by which student is generally known	
Student Address	
Eircode	
Country of Birth	
Nationality	
Male / Female	
Religious Denomination	(please specify, Christian not sufficient)
Member of which Parish (found on website)	(submit completed Parish Membership Form, if applicable, see Admissions Policy on our website)
PPSN	
Students current school	

DETAILS OF BROTHERS / SISTERS (if applicable)

DETAILS OF BROTHERS / SISTERS (if applicable)				
Names				
Date of Birth				
Former / Current / Proposed				

DETAILS OF PARENT(S)/GUARDIAN(S)

	Parent / Guardian 1	Parent / Guardian 2
First Name		
Surname		
Maiden Name		
Address		
Eircode		
Contact Number		
Email Address		
Relationship to student		

If parents live at separate addresses, please state who is to receive the following :-

Fee Invoice _____

School Reports _____

General School Correspondence _____

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 Kilkenny College. Please note that the Code of Behaviour can be found at www.kilkennycollege.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.

ELIGIBILITY CRITERIA

In line with Department of Education and Youth and NCSE requirements, eligibility criteria are nationally set, and schools may not add local criteria. From the 2026/27 school year onwards, an applicant is eligible for consideration for admission to the (ASD) Special class application includes all of the following professional documentation:

- **Diagnosis:** A professional report confirming a diagnosis of Autism/ASD (DSM-IV/DSM-5 or ICD-10/ICD-11) from an appropriate professional (e.g. psychologist, psychiatrist, or a multi-disciplinary team).
- **Complexity of need:** Evidence in the professional report(s) demonstrating an understanding of the overall level and complexity of the young person's needs.
- **Placement recommendation:** A clear professional recommendation, with rationale, that a special class in a mainstream school is the most appropriate educational placement to meet the young person's needs.
- **NCSE letter:** A letter from the NCSE confirming that the child/young person is known to the NCSE and has the required diagnosis and recommendation for a special class for autism. *(Required for 2026/27 admissions and thereafter).*

Important: The College will not impose any additional eligibility requirements beyond the four items above (for example, specific cognitive bands, ability to attend mainstream classes, or resource-based preconditions). Such additions are not permitted.

WHAT WE MAY REQUEST

To support transition planning after an offer is accepted, families may be invited to share further relevant reports (e.g. Speech & Language Therapy, Occupational Therapy, Psychiatric or Clinical notes) and to permit contact with the current/previous school for transfer of records. These materials are not required to establish eligibility or to determine offers, and their absence will not disadvantage an applicant during the admissions process.

IMPORTANT INFORMATION

You are required to submit:

- I. A relevant Professional Report, completed within the previous 24 months, containing the mandatory elements as set out in the Admission Policy.
 - II. 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.
 - III. Completed Parish Membership Form (if applicable)
- All 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 Kilkenny College, please see overleaf.

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

Signature of Parents or Guardians (both to sign)

In registering this application, I/we understand that this does not guarantee a place for entry in Kilkenny College. If accepted for entry I/we undertake for ourselves and for the applicant, to observe the rules and regulations of the school.

Signature

Relationship to Applicant

Date



Application Form Privacy Notice

Who is collecting the data

Kilkenny College
Castlecomer Road, Kilkenny, Co. Kilkenny, R95 CF61.
T: 0567761544
E: info@kilkennycollege.ie

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

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; Birth Certificate; Medical Conditions; Programme Subjects & Courses Exemptions; Medium of learning Irish/English; Psychometric Testing Results (where applicable); Religion; 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.
- 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 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.

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 or deletion from our school's database.

In certain circumstances we may retain your data longer, these circumstances and the retention period are outlined in Kilkenny College 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, NDTI, An Garda Síochána, HSE, the Department of Social Protection, our Insurance Company, the Revenue Commissioners 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. The sharing of student personal data and the nature of what is shared depends on various factors. The Government bodies to which we transfer personal data will use that data for their own purposes (including: to verify other information they already hold etc.) and they may aggregate it with other information they already hold about the data subject and the data subject's family.

We also share your personal data with other third parties including our insurance company and other service providers (including External Psychologists, Speech Therapists, IT providers, security providers, legal advisors, consultants etc.). In accordance with our Photography Policy we may share photographs & video on our school website, app, on social media or in brochures, yearbooks, newsletters, local and national newspapers and similar school-related productions.

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.