

## TRANSFER APPLICATION FORM FOR ADMISSION – 2026/2027

**2<sup>nd</sup> year, 3<sup>rd</sup> year, Transition Year (4<sup>th</sup> year), 5<sup>th</sup> year & 6<sup>th</sup> year ONLY**

*This is an application form for admission to St Farnan's PPS for the School Year 2026-2027 for applicants applying for 2<sup>nd</sup> year, 3<sup>rd</sup> year, Transition Year, 5<sup>th</sup> year and 6<sup>th</sup> year ONLY.*

*This 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 St. Farnan's PPS, Prosperous, Co. Kildare.*

Completed applications will be accepted from:	<b>Friday 24<sup>th</sup> April 2026</b>
The closing date for receipt of applications is:	<b>12 noon Friday 15<sup>th</sup> May 2026</b>

<b>All Transfer Application Forms and accompanying documentation should be sent to:</b> FAO: The Principal, St. Farnan's PPS, Prosperous, Co. Kildare W91W520	<b>For office use only</b>
To be retained in the Main Office, St Farnan's Post Primary School  Student Name: _____  Parent/Guardian Name: _____	Date received: _____ School Stamp: _____  To be retained in School Office

**Please ensure you attach the following documents to complete the application:**

- Fully completed and signed **Application Form**.
- Two** identical passport sized photographs of the student & a **COPY** of student's **Birth Certificate**.
- Recent proof of address (only registered utility bills for the address dated within the last three months **and in the name of the parent(s)/guardian(s)** will be accepted).
- If applying for a placement in a Special Class, a Relevant Report\* containing the mandatory elements set out in the Admission Policy and
- Documentation from the NCSE (National Council for Special Education) confirming that the student is known to the NCSE and has the required diagnosis and recommendation for a special class.



<b>Application Forms Receipt – Parent/Guardian copy</b> <div style="background-color: yellow; text-align: center; padding: 2px;"><b>Please keep safe.</b></div>	<b>For office use only: # _____</b>
<b>This section to be handed back to parent/guardian/etc.</b>  Student Name: _____  Parent/Guardian Name: _____	Date received: ____/____/2026 Dated School Stamp:  Signature of St Farnan's staff accepting Application Form:

## Application Form for school year 2026 - 2027

Please confirm if this transfer application is being made for:

Please enter which year group this application is for from the following options:

- 2<sup>nd</sup> Year Junior Cycle
- 3<sup>rd</sup> Year Junior Cycle
- Transition Year (4<sup>th</sup> Year)
- 5<sup>th</sup> year Leaving Cert Established
- 6<sup>th</sup> year Leaving Cert Established
- 5<sup>th</sup> year Leaving Cert Applied year 1
- 6<sup>th</sup> year Leaving Cert Applied year 2
- Senior Cycle L1/L2 programme

ASD class (Room 25):  OR Moderate Learning Class (Room 26):

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.*

<b>First Name:</b>		<b>Middle Name:</b>					
<b>Surname:</b>							
<b>Date of Birth:</b>	<b>Day</b>	<b>Month</b>	<b>Year</b>				
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	2	0	<input type="text"/>
<b>Current Student Address:</b> <small>for the purpose of determining whether s/he resides in the catchment area.</small>							
	<b>Eircode:</b>						
<b>Gender:</b>	<input type="checkbox"/> Male		<input type="checkbox"/> Female				
<b>PPSN:</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

SECTION 4 – EDUCATIONAL DETAILS			
School & Address of school currently being attended (last attended):		<i>Date first enrolled in current school</i>	
Current Year Group (2025 – 2026)			
Subjects currently being studied:			

**SECTION 6 – SPECIAL CLASS**

Where the student is seeking a place in the special class, please provide details below of the complex/severe 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.**

**\*If the student has been in a special class in primary school, the Relevant Report is not required to have been completed within the last 24 months.**

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

**MAINSTREAM Section 6 of our Admission to School Policy**

**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 St. Farnan's Post Primary School. All information provided will be fully checked. As part of our Admission to School Policy, page 25 Section 6.1.1 to 6.1.2.5, please answer ALL sections below.*

Where the school is oversubscribed, any selection criteria that are not included in this Admission Policy shall not be considered in determining whether or not a Student is admitted to the school.

Where the Transition Year Programme and/or Leaving Certificate Applied Programme in St. Farnan's Post Primary School are oversubscribed, a Student applying for admission to such programm(es) in the relevant year group, will, subject to this policy, be placed on the appropriate waiting list already compiled (annually) by the school, which list will contain the names of students enrolled in the school who have been placed on an internal waiting list for this/ese programm(es).

**6.1.2.1**

*The student applying to St. Farnan's*

If the Student has siblings currently enrolled in the school  
or If the Student previously had siblings enrolled in the school **and** the Student is currently living in the Catchment area  
or If a current full-time KWETB staff member working in St. Farnan's Post Primary School is the parent/guardian of the Student

**YES**

**NO**

a) *If YES, please state the name and year group of the siblings attending St. Farnan's*

Name: \_\_\_\_\_ Current Year Group: \_\_\_\_\_

Name: \_\_\_\_\_ Current Year Group: \_\_\_\_\_

**OR**

b) *If YES, please state the name of the former student/s in St. Farnan's*

Name: \_\_\_\_\_ Year finished in St. Farnan's PPS : \_\_\_\_\_

Name: \_\_\_\_\_ Year finished in St. Farnan's PPS : \_\_\_\_\_

*Each name provided here will be checked on the Dept. of Education Esinet/Ppod system*

**OR**

c) *State the name of the current KWETB employee (parent of applicant) working in St. Farnan's PPS*

Staff Name:

**6.1.2.2**

If the Student currently resides in the Catchment Area

**YES**

**NO**

**6.1.2.3**

If the student previously attended a feeder primary school as outlined in Part A of this policy

YES   NO

**6.1.2.4**

The student applying to St. Farnan's previously had parents who attended St.Farnan's PPS

YES   NO

Name: \_\_\_\_\_ Final Year in St. Farnan's: \_\_\_\_\_

Each name provided here will be checked on the Dept. of Education Esinet/Ppod system

**6.1.2.5**

The student applying to St. Farnan's does NOT meet any of the above criteria

YES   NO

**SELECTION CRITERIA FOR ADMISSION TO THE SPECIAL CLASS IN THE EVENT OF OVERSUBSCRIPTION**

This information will assist in determining whether the student meets the admission requirements for the special class in accordance with the order of priority as set out in the applicable section of Part B of the Admission Policy for St. Farnan's PPS

**ASD & MLU Special Class Units ONLY:**

PLEASE COMPLETE THIS SECTION FULLY IF YOU ARE APPLYING FOR A SPECIAL CLASS SPACE (in case of oversubscription). Admission to School Policy – Section 7. All information provided will be fully checked.

A. The student applying to St. Farnan's has the Relevant Report in respect of the Child (7.1.2.1)

YES   NO

B. the NCSE/SENO having been Notified in advance by parents/guardians and the applicant then being sanctioned for the particular placement by the NCSE/SENO (letter of eligibility) in a special class (either the appropriate ASD class or Moderate Learning class – and not a special school placement) within the mainstream school setting being the professional recommendation of the report and the NCSE/SENO (7.1.2.2)

YES   NO

Subject to the requirements in A. and B. applying, please complete this following section fully

1. The Student is currently enrolled in the school and attending mainstream classes (7.1.2.3)

YES

NO

2. The student applying to St. Farnan's Special Classes currently has siblings enrolled in St. Farnan's; or previously has siblings enrolled in St. Farnan's and is currently living in the Catchment area or is a child of a St Farnan's KWETB staff member (7.1.2.4)

YES

NO

If YES, please state the name and year group of the current students in St. Farnan's

Name: \_\_\_\_\_ Current Year Group/Previous final year: \_\_\_\_\_

Please provide the name of the parent/guardian of the Student where they are a member of staff of the school. \_\_\_\_\_

3. The student applying to St. Farnan's resides in the Catchment Area AND attends 6<sup>th</sup> class in a feeder primary school as outlined on page 3 of this application form (7.1.2.5)

YES

NO

4. The student applying to St. Farnan's currently attends 6<sup>th</sup> class in a 'feeder' Primary school BUT DOES NOT reside in the Catchment area (7.1.2.7)

5.

YES

NO

6. The student applying to St. Farnan's is currently residing in the Catchment area BUT DOES NOT attend 6<sup>th</sup> class in a 'feeder' primary school (7.1.2.6)

YES

NO

7. The student applying to St. Farnan's previously had parents who attended St. Farnan's PPS (7.1.2.8)

YES

NO

Name: \_\_\_\_\_

Final Year in St. Farnan's: \_\_\_\_\_

8. The Student attends a special class/unit in another primary school outside of the catchment AND lives outside of the Catchment Area as outlined in Part A of this policy (7.1.2.9)

YES

NO

9. The Student does not meet any of the above criteria (7.1.2.10)

YES

NO

**IMPORTANT INFORMATION:**

- You are required to submit:
  - (i) Recent proof of address – two distinct registered utility bills in relation to the address, dated within the last three months and in the name of the parent(s)/guardian(s).
  - (ii) An original long Birth Certificate (together with a copy).
  - (iii) If applying for the Special Class, a Relevant Report completed within the applicable timeframe, containing the mandatory elements set out in the Admission Policy.
  - (iv) 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 (Letter of Eligibility), 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 your responsibility to inform the school of any change in contact information or circumstances relating to this application.
- For information regarding how personal data is processed by the school and KWETB, please see overleaf.

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

***NOTE:** Should the student receive a place in St Farnan's PPS, 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)

\_\_\_\_\_  
Student Applicant

\_\_\_\_\_  
(Date)

\*We will acknowledge receipt of your transfer application but may not be in a position to either accept or refuse the transfer until the school year 26/27 has begun (Wednesday 26<sup>th</sup> August 2026) and the BOM has clarified the overall school student numbers (in each Year Group). Our school Annual Admissions Notice & School Admission Policy will be used when determining the status of your application. Note: As a rapidly growing school, St. Farnan's may not have available spaces in some or all Year Groups going forward. The 1<sup>st</sup> year applications & enrolment process take place during October of 6<sup>th</sup> class Primary School annually and is separate to this transfer application. Receipt of a Transfer Application does not constitute any offer of a school placement in St. Farnan's PPS.

## DATA PROTECTION

The Board of Management of St. Farnan's Post Primary School is a committee of KWETB, Chestnut House, Millennium Park, Naas, Co. Kildare, W91 FH6T which is a data controller under the General Data Protection Regulations and the Data Protection Acts 1988 - 2018. The Data Protection Officer for KWETB is Ms Bridget Daly Lynam and can be contacted at [dataprotection@kwetb.ie](mailto:dataprotection@kwetb.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 KWETB 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 KWETB and externally with the NCSE and/or NEPS for the purpose of determining the applicability of the selection criteria and/or allocating places in special classes, and possibly with the patron or board of management of other schools 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 TESS (Tusla Education Support Services) for the 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 KWETB's Data Retention Policy, which can be found at <https://kwetb.ie/about-us/access-to-information/data-protection>

A copy of the full KWETB Data Protection Policy is available at [www.kwetb.ie](http://www.kwetb.ie) or from the school office.

Any person who provides personal data through this Application Form has a right to request access to that data and 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 KWETB 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.



BORD OIDEACHAIS AGUS OILIÚNA  
**CHILL DARA AND CHILL MHANTÁIN**  
**KILDARE AND WICKLOW**  
EDUCATION AND TRAINING BOARD

