



**APPLICATION FORM FOR ADMISSION TO CARA COMMUNITY SPECIAL SCHOOL FOR  
THE 2026/2027 ACADEMIC YEAR**

<b><i>This is an application form for admission to Cara Community Special School, Enfield, Co. Meath and does not constitute an offer of a place, implied or otherwise.</i></b>	
Completed applications will be accepted from:	27 January 2026
The closing date for receipt of applications is:	<b>2pm on 18 February 2026</b>

<b>All Application Forms and accompanying documentation should be sent to:</b>	<b>For office use only</b>
Cara Community Special School Main Street Enfield Co. Meath A83 X920	Date received: ____/____/____ School Stamp:

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

- ☐ An original long birth-certificate (together with a copy).
- ☐ Recent proof of address - - **two distinct registered utility bills** (only registered utility bills or bank statements dated within the last three months and in the name of the parent(s)/guardian(s) will be accepted).
- ☐ A Relevant Report containing the mandatory elements set out in the Admission Policy.
- ☐ 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 school, in addition to a Relevant Report.

**As per the School's Admissions Policy, incomplete applications received by the school will not be processed**

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>Student's Address:</b>										
<b>Eircode:</b>										
<b>PPSN:</b>										

### SECTION 2 – DETAILS OF PARENT/GUARDIAN

*This information is sought for the purposes of making contact about this application. If more than one name is given but the address is the same, only one letter will issue and will be addressed to both individuals.*

	Parent / Guardian 1	Parent / Guardian 2
<b>Prefix: (e.g. Mr. / Ms. / Ms. etc.)</b>		
<b>First Name:</b>		
<b>Surname:</b>		
<b>Address:</b>		

Eircode:		
Telephone no.		
Email address:		
Relationship to student:		

### SECTION 3 – STUDENT CODE OF BEHAVIOUR

Please confirm that the Student Code of Behaviour is acceptable to you as a parent/guardian and you shall make all reasonable efforts to ensure compliance with same by the student if s/he secures a place in the school. Please note that the Code of Behaviour can be found at <https://caracss.ie/wp-content/uploads/2024/07/Policy-for-Appropriate-Behaviour.pdf> or by contacting the school office on 086 2033403 or emailing [caracss@lmetb.ie](mailto:caracss@lmetb.ie)

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.

### SECTION 4 – SPECIAL EDUCATIONAL NEED WARRANTING A PLACE IN SPECIAL SCHOOL

*Cara Community Special School teaches students who have who have a diagnosis of Autism **and** complex learning needs, with a professional recommendation for a Special School.*

Please provide details below of the complex educational need(s) of the student. **A Relevant Report, containing the mandatory elements set out in the Admission Policy must also be provided to the school with this Application Form so as to be considered for admission to the school:**

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

## SECTION 5 - SELECTION CRITERIA FOR ADMISSION IN THE EVENT OF OVERSUBSCRIPTION

*This information will assist in determining whether the student meets the admission requirements as per the Admission Policy for Cara Community Special School, Enfield, Co. Meath*

- A. Please confirm the student's address for the purpose of determining whether s/he resides in the catchment area. Please note that recent proof of address will be required in support of this. (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.)**

**Address:**

- B. Please confirm the student's age.**

**Date of Birth:**

**Day**

**Month**

**Year**

### **IMPORTANT INFORMATION:**

- You are required to submit:
  - (i) An original long birth-certificate (together with a copy).
  - (ii) 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).
  - (iii) A Relevant Report containing the mandatory elements set out in the Admission Policy.
  - (iv) 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 school, 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.

- 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 LMETB, please see overleaf.
- Please sign below to demonstrate that you have read and understood this information.

\_\_\_\_\_  
(Parent / Guardian 1)

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

\_\_\_\_\_  
(Parent / Guardian 2)

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

**OFFICE USE ONLY**

**Date Application Received:**

**Checked by:**

**Date entered on School Database:**

**Entered by:**

## DATA PROTECTION

The Board of Management of Cara Community Special School, Enfield, Co. Meath is a committee of LMETB, LMETB Administrative Offices, Abbey Road, Navan, Co. Meath C15 N67E which is a data controller under the General Data Protection Regulations and the Data Protection Acts 1988 - 2018. The Data Protection Officer for LMETB is Ms. Nicola Goodwin and can be contacted at [dataprotection@lmetb.ie](mailto:dataprotection@lmetb.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 LMETB is subject. The requirement to provide a birth certificate is in accordance with the Department of Education and Skills' Primary Circular 24/02, which require all primary schools to obtain and keep a copy of a student's birth certificate. The processing of the personal data supplied on this Application Form is therefore carried out in line with Articles 6(c) and 6(e) of the General Data Protection Regulation. 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 LMETB and externally with the NCSE and/or NEPS for the purpose of determining the applicability of the selection criteria, 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 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 child 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 LMETB's Data Retention Policy, which can be found at <https://www.lmetb.ie/corporate/corporate-education-services/data-protection/>. A copy of the full LMETB Data Protection Policy is available at <https://www.lmetb.ie/corporate/corporate-education-services/data-protection/> or from [caracss@lmetb.ie](mailto:caracss@lmetb.ie)

Any person who provides personal data through this Application Form has a right to request access to that data. S/he also has a right 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 LMETB 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.