



# Application Form for Post Primary School

**Our Lady of Mercy College, Beaumont, Dublin 9.**

Tel : 01 8371478

e-mail: [secretary@mercybeaumont.com](mailto:secretary@mercybeaumont.com)

website: [www.mercybeaumont.com](http://www.mercybeaumont.com)

Principal: Ms. Maura Gray

Deputy Principal : Ms. Ciara Howard

## Sept 2025

### Application form

Surname \_\_\_\_\_ Forename/Christian Name \_\_\_\_\_

Address \_\_\_\_\_ Post Code \_\_\_\_\_

Contact no. \_\_\_\_\_ Contact email \_\_\_\_\_

Age \_\_\_\_\_ Date of Birth \_\_\_\_\_ P.P.S. No. \_\_\_\_\_

Current school: \_\_\_\_\_

**In the event of oversubscription the following selection criteria will be used (please see section 6 of our Admission Policy for further details). Please tick as appropriate**

Sister(s) attended this school. Name \_\_\_\_\_

Mother/Grandmother attended this school. Name \_\_\_\_\_

Living in Beaumont Parish

Attending a feeder school. Name of school \_\_\_\_\_

Other

Religion \_\_\_\_\_

Reasons for applying \_\_\_\_\_

Any further information you feel relevant

*Please check our website for updates on our Admissions & other Policies. By applying for a place in Our Lady of Mercy College you are agreeing to the policies in operation.*

Signed \_\_\_\_\_

Date \_\_\_\_\_

*Applications for 1<sup>st</sup> year commence on October 1<sup>st</sup> of year prior to entry i.e. when student is in sixth class.  
Closing date Oct 22nd 2024.*

# Application Form Privacy Notice Our Lady of Mercy College

## Who is collecting the data

Our Lady of Mercy College  
Beaumont, Dublin 9.  
T: (01) 837 1478  
E: secretary@mercybeaumont.com

This Privacy Notice governs the manner in which Our Lady of Mercy 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 Our Lady of Mercy 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.

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 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.

## ANNUAL ADMISSION NOTICE FOR 2025/2026

Copies of the school's **Admission Policy** and the **Application Form for Admission** for the 2025/26 school year are available as follows: –

To download at: [www.mercybeaumont.ie](http://www.mercybeaumont.ie)

On request: By emailing [secretary@mercybeaumont.com](mailto:secretary@mercybeaumont.com) or writing to : Secretary, Our Lady of Mercy College, Beaumont, Dublin 9

### 1. Application and Decision Dates for admission to 1<sup>st</sup> Year for 2025/26

1.	The school will commence accepting applications for admission on	1st October 2024
2.	The school will cease accepting applications for admission on	22nd October 2024
3.	Applicants will be notified in writing of the decision on their application by	11th November 2024
4.	Applicants must confirm acceptance of an offer of admission by	29th November 2024

Failure by an applicant to accept an offer by the 29th November 2024 may result in the offer being withdrawn.

### 2. Number of places being made available in the 2025/26 school year

The number of places being made available in 1 <sup>st</sup> year is	90
The number of residential places is (boarding schools only)	n/a
The number of non-residential places is (boarding schools only)	n/a
The number of places being made available in the special class catering for students with [insert category or categories of SEN catered for in the special class] is	n/a

**3. Number of places in 1<sup>st</sup> year for the 2024/25 school year which were offered and accepted before 1 February 2020**

The number of places for 1 <sup>st</sup> year that were offered and accepted prior to the coming into operation of section 62 of the Education (Admission to Schools) Act 2018 on 1 February 2024 is	<b>0</b>
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