



# GENERAL APPLICATION FORM

## INTRODUCTION

Thank you for your interest in applying for a place in Rice College.

For your information:

- A General Application Form can be completed on behalf of any of the following applicants:
  - I. those late for the First Year process;
  - II. those transferring from another **secondary** school;
  - III. those students wishing to repeat any year in Rice College
  - IV. any new entrant to the Irish Education System.
- General Applications are subject to the Rice College Admissions Policy. Applicants should read the Rice College Admissions Policy, which is available on our website – [www.ricecollege.ie](http://www.ricecollege.ie) – prior to completing the application form.
- It is open to Parents/Guardians to make a general application to the Rice College at any time for a place (Education Act 1998). The General Application Forms are available from the school office or can be downloaded from [www.ricecollege.ie](http://www.ricecollege.ie)
- In a general application, acceptance is dependent on a place being available in any particular year group and/or any further conditions as outlined in our Admissions Policy. Being unsuccessful in the 1st year application process does not affect this right. Once the first year admissions process is over, if you are not on the Waiting List, applications for that year have to be made on the general application form.
- When an application form, properly completed and signed, is received, it will be stamped with the date on which it was received. Applications will not be treated as being complete until such time as all requested information has been received.
- Any personal data provided on this form will be used to (i) identify applicants (ii) process the application in line with the school's admissions policy (iii) communicate with the parents/guardians in respect of an application (iv) notify parents/guardians of the outcome of an application. The information provided by you will be treated confidentially and processed in line with the Rice College Admissions Policy.
- In accordance with section 66(6) of the Education Act 1998, as amended, personal data relating to applications for admissions 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 Rice College Data Protection Policy, which is available on our website – [www.ricecollege.ie](http://www.ricecollege.ie)
- For further information of the processing of the General Application, please refer to The Rice College Admission Policy.

**Application Specific Information:**

- Submission of an application does not guarantee a place in Rice College. Places will be allocated in accordance with the current Rice College Admission Policy.
- Please complete the Application Form in **BLOCKED CAPITALS**.
- Required enclosures to accompany this application:
  - A **COPY** of the student's Birth Certificate in English.
  - A reference and a copy of the disciplinary record from the previous school.
  - Two (most recent) sets of Exam Results (For Applicants already in Secondary School)
- Applications will not be considered unless they are completed in full and accurate. In the event of an application form being incorrect/incomplete, your application will be returned to you. It is your responsibility to resubmit the corrected/completed Application Form.
- Completed General Application Forms will NOT be accepted by email but must be sent to: **Admissions, Rice College, New Rd., Ennis, Co. Clare.**



# RICE COLLEGE ENNIS - GENERAL APPLICATION FORM

(An Edmund Rice School)

## PART 1 PERSONAL DETAILS Required for enrolment, parental contact purposes & to ensure that the applicant meets Rice College's Admissions Criteria

### APPLICANT

<b>First Name/s<sup>1</sup></b>		<b>Surname<sup>1</sup></b>	
<b>Address</b> (where applicant resides)		<b>Nationality</b>	
		<b>Gender</b> (Please circle)	<b>Male</b> <b>Female</b>
		<b>Date of Birth</b>	D D - M M - Y Y Y Y
<b>Eircode</b>		<b>Student's PPS No.</b> (Required to process the application) <sup>2</sup>	

### PARENT(S)/GUARDIAN(S)

#### FATHER/GUARDIAN'S DETAILS

**Surname:** \_\_\_\_\_

**First Name:** \_\_\_\_\_

**Relationship to Student:** \_\_\_\_\_

**Mobile:** \_\_\_\_\_

**Address (if different to the one above):**  
 \_\_\_\_\_  
 \_\_\_\_\_

**Email Address:** \_\_\_\_\_

#### MOTHER/GUARDIAN' DETAILS

**Surname:** \_\_\_\_\_

**First Name:** \_\_\_\_\_

**Maiden Name<sup>3</sup>:** \_\_\_\_\_

**Relationship to Student:** \_\_\_\_\_

**Mobile:** \_\_\_\_\_

**Address (if different to the one above):** \_\_\_\_\_  
 \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Parental/Guradian's Postal for school correspondence**  
 (e.g. Mr. & Mrs, Mr. & Ms. Etc.)

**Parental/Guardian's Email Address for school correspondence:**

<sup>1</sup> If either Surname or First Names are other than those on the Birth Certificate please supply a copy of the Deed Poll

<sup>2</sup> If you don't know the applicants PPSN, you can get it from your Local Social Welfar Office or by phone from 01-7043281

<sup>3</sup> Required for data entry into the Department's Database which is then transferred to the School's Database – therefore necessary for the intake process.



<b>PART 2 ACADEMIC RECORD</b>						
<b><i>School Currently Attending</i></b>						
<b><i>School Roll Number</i></b> <small>(the roll number is available from schools)</small>						
<b><i>Is the school that you are currently attending a Primary or Post Primary School</i></b> <small><i>(Please circle the appropriate box):</i></small>			<b>Primary</b>		<b>Post Primary</b> (Secondary)	
<p><b><i>Which Year is a place sought</i></b> <small><i>(Please circle the appropriate box):</i></small></p> <p><i>With the exception of Incoming Yr.1., it is assumed that the application is being made for placement in the year group indicated below for the current academic year unless submitted after June 1st.</i></p>						
<b>Incoming Yr. 1</b>	<b>Current Yr. 1</b>	<b>Yr. 2</b>	<b>Yr. 3</b>	<b>T. Y.</b>	<b>Yr 5</b>	<b>Yr 6</b>
<b><i>Are you repeating the year?</i></b>		<b>Yes</b>			<b>No</b>	
<b><i>If Yes, please state the reason/s for repeating the year:</i></b>						



**PART 2 ACADEMIC DETAILS (Contd.)**

*If transferring from another school, please state the reason/s why you are transferring from the previous school:*


*For Applicants seeking a place in 1st, 2nd, 3rd, 5th & 6th Year, please state the subjects and levels you wish to study*

<i>JUNIOR CYCLE</i>	
<i>Subject</i>	<i>Level</i>

<i>LEAVING CERTIFICATE</i>	
<i>Subject</i>	<i>Level</i>



**PART 3 OTHER INFORMATION**

*Any other information of a relevant nature that the school should be aware of regarding your child:*


**PART 4 DECLARATION**

*Before signing this form, please re-read the Admissions Policy.*

*On signing this application form:*

- *I/We confirm that I/We have provided the correct information in this application.*
- *I / We have read, understand and accept the contents of the Rice College Admissions Policy.*
- *I/We confirm that the Codes of Behaviour & Discipline are acceptable to me/us as Parent(s)/Guardian(s) of the applicant. I/We have read the policies in full and will make all reasonable effort to ensure compliance by the student should he/she secure a place in Rice College. (Please note that the Policies/Codes are available on our Website – [www.ricecollege.ie](http://www.ricecollege.ie))*

Signed: \_\_\_\_\_  
(Parent/Guardian)

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

Date: \_\_\_\_\_

\_\_\_\_\_