**Dublin 15**

# Autism Class Application Trial (ACAT)
# 2026/2027 School Year
# Terms of Reference

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## 1. Introduction

A number of primary schools with autism classes in Dublin 15 (D15) have come together, with the support of the National Council of Special Education (NCSE) to create a *collective* **D15 Autism Class Application Trial (ACAT)** for parents/guardians seeking an autism class and/or autism school place for the 2026/2027 academic year.

The objective of D15 ACAT is to:

- Reduce the administrative burden on parents seeking autism class places
- Establish a shared application window and standard application form for participating schools and parents/guardians.
- Implement an extensive communication strategy to inform parents how to apply for an autism class place in participating schools and inform other stakeholders on how the trial will operate.
- Provide multiple avenues of support for parents submitting applications, including fortnightly parent support sessions, and local SENO and NCSE administrative support.
- Enable the NCSE to collect more accurate data on demand for autism class places in D15 in order to inform special class planning in the area.
- Maintain each school's autonomy over their own admission policy.

Parents/guardians complete the D15ACAT application form available online by following the link provided, D15ACAT Online Application Form and upload it with the required documentation. In doing so, parents/guardians have applied to the schools selected on the application form, (see below).

(If required, forms can be posted to NCSE D15 ACAT, NCSE Offices, 4th Floor Metropolitan Building James Joyce Street Dublin 1D01 K0Y8, or emailed to **D15ACAT@ncse.ie**).

Applying for a place via the Autism Class Application Trial (ACAT) **does not guarantee your child a school place.** This trial will not resolve the demand issue for autism and special school places in D15. Places in D15ACAT participating schools can be **extremely** limited each year. Places available in each participating school are detailed on each school's admission notice, which is accessible on each participating school's website, (see below for links to each website).

There are other primary schools in the Dublin 15 area with autism classes. NCSE will continue to signpost parents/guardians to a list of these schools.

## 2. Participating Schools

- St Brigid's Mixed National School
- Scoil Mhuire Mount Sackville
- Scoil Bhríde Buachaillí
- St. Mochta's National School
- St Francis Xavier JNS
- Scoil Oilibhéir
- St Ciaran's National School
- Sacred Heart National School
- Scoil Thomais
- Castleknock Educate Together National School
- Mary Mother of Hope Senior National School
- Scoil Choilm Community National School
- Mary Mother of Hope Junior National School
- Hansfield Educate Together National School
- Powerstown Educate Together National School
- Pelletstown Educate Together National School
- Danu Community Special School

Parents/guardians should familiarise themselves with the ethos of the various schools they choose as this may significantly impact any decision on which schools are selected. Parents/guardians should take the time to visit each school's website

Parents/guardians will be asked to consider carefully which schools to apply to: e.g. Is it a boys/girls school? Is my child in the appropriate age group for the school/class? Do I wish to apply to a school where teaching is through Irish?

### *2.1 Participating school ethos, school type and website*

| School name | Address | Ethos | School website |
|---|---|---|---|
| St Brigid's Mixed National School | Castleknock, D15P820 | Catholic,Co-educational (boys & girls), Vertical (Junior Infants - 6th class) | https://saintbrigids.ie |

| | | | |
|---|---|---|---|
| St Ciaran's National School | Hartstown, D15 ED83 | Catholic, Co-educational (boys & girls), Vertical (Junior Infants - 6th class) | https://www.stciarans.com/ |
| Sacred Heart National School | Huntstown, D15 KF65 | Catholic, Co-educational (boys & girls), Vertical (Junior Infants - 6th class) | https://www.shns.ie/ |
| Castleknock Educate Together National School | Castleknock, D15X094 | Educate Together,Co-educational (boys & girls), Vertical (Junior Infants - 6th class) | http://www.cetns.ie/ |
| Scoil Choilm Community National School | Clonsilla, D15 Y9RV | ETB, Co-educational (boys & girls), Vertical (Junior Infants - 6th class) | https://www.scoilchoilmcns.ie/ |
| Hansfield Educate Together National School | Hansfield, D15 H1FC | Educate Together,Co-educational (boys & girls), Vertical (Junior Infants - 6th class) | https://www.hansfieldetns.com/ |
| Powerstown Educate Together National School | Tyrrlestown, D15VR80 | Educate Together,Co-educational (boys & girls), Vertical (Junior Infants - 6th class) | https://www.powerstownet.com/ |
| Pelletstown Educate Together National School | Rathborne, D15 X63X | Educate Together,Co-educational (boys & girls), Vertical (Junior Infants - 6th class) | https://www.pelletstownetns.ie/ |
| Scoil Mhuire Mount Sackville | Chapelizod, D20 HX04 | Catholic, Co-educational (boys & girls), Vertical (Junior Infants - 6th class) | https://scoilmhuiremountsackville.ie/ |
| Scoil Thomais | Laurel Lodge Castleknock Dublin 15 | Catholic, Co-educational (boys & girls), Vertical (Junior Infants - 6th class) | www.scoilthomais.ie |
| St. Mochta's National School | Porterstown Road, Clonsilla, Dublin, D15 Y316 | Catholic, Co-educational (boys & girls), Vertical (Junior Infants - 6th class) | www.stmochtas.ie |
| JUNIOR NATIONAL SCHOOL: Junior Infants - 2nd class, (BOYS AND GIRLS) | | | |
| Mary Mother of Hope Junior National School | Littlepace, D15TA49 | Catholic, Co-educational (boys & girls), Junior School (Junior Infant - 2nd class) | https://hopejns.ie/ |
| St Francis Xavier Junior National School | Roselawn Rd., Castleknock, Dublin 15, D15CX84 | Catholic, Co-educational (boys & girls), Junior School (Junior Infant - 2nd class) | http://sfxns.ie/ |
| SENIOR NATIONAL SCHOOL: 3rd - 6th class, (BOYS AND GIRLS) | | | |
| Mary Mother of Hope Senior National School | Littlepace, D15 PH93 | Catholic, Co-educational (boys & girls), Senior School (3rd - 6th class) | https://www.hopens.ie/ |
| BOYS NATIONAL SCHOOL | | | |
| Scoil Bhríde Buachaillí | Blanchardstown, D15 H329 | Catholic, Boys only, Vertical (Junior infants - 6th class) | https://scoilbhrideb.com/ |
| GAELSCOIL, (TEACHING THROUGH IRISH) | | | |
| Scoil Oilibhéir | An Chúil Mhín (Coolmine), D15 PX99 | Gaelscoil **(through Irish),** Catholic, Co-educational (boys & girls), Vertical (Junior Infants - 6th class) | http://www.gaelscoiloilibheir.ie/ |
| Special School | | | |
| Danú Community Special School | Blanchardstown Road North, D15P380 | ETB: Children aged 4 – 18, Moderate or Severe General Learning Disability & Autism | https://danucss.ie/ |

### 3. Common Application Form

In order to streamline the applications process, a single Application Form has been adopted by all the participating schools. Online application form should be completed wherever possible. Parents unable to access the online from will be advised to email a copy or to post a hard to the appropriate NCSE email address/forward to the NCSE Office address provided. Application forms will only be made available from schools and the NCSE from the agreed date when the admission window opens. Applications will only be considered complete when all relevant fields on the form have been filled in and when all appropriate supporting documentation have been provided as detailed in section h. Local NCSE personnel, SENO/Team Manager will then review each in order to verify eligibility. (See DE criteria below)

- link to online form: D15ACAT Online Application Form
- if necessary applications can be posted to:

**NCSE D15 ACAT,**
**NCSE Offices,**
**4th Floor Metropolitan Building**
**James Joyce Street**
**Dublin 1**
**D01 K0Y8.**

- emailed to **D15ACAT@ncse.ie**

The Application form will only be accepted once the Common Applications Window opens (see CAW below).

Parents/Guardians should note in advance that this completed Application Form together with **all supporting documentation** will be provided digitally to each school selected by the parent/guardians. In the case of a student who has selected three schools, the Application Form and the supporting documentation will be supplied to each of those three schools.

As parents/guardians will note, there is a specific tick box on the Application Form confirming their consent for this information to be shared digitally, via a secure cloud based platform, with the schools in respect of all selected participating schools. Parents/Guardians should note that where this consent is not given, it will not be possible to process the application, and the application will be refused. Emailed and posted copies of the application form must be signed by the parent/guardian.

Parents/guardians should also note that the Application Form and supporting documentation will be retained by each school regardless of whether their child is offered a place or not. If the child is offered a place then it will be kept as part of the child's school file. If the child is not offered a place the child will be waitlisted and as such the documentation will require to be kept for the period on which the child is waitlisted (30/6/2027). Applications will not be retained by the school beyond the end of the 2026/2027 academic year. Applications deemed ineligible will not be retained by the school when the relevant appeals period has passed

## 4. Common Application Window (CAW) for Autism classes

There is a Common Applications Window during which the ACAT Committee will accept applications for the participating schools for Round 1 offers, as detailed below.

| Autism Class Application Window for admission for 2026/2027 academic year | |
|---|---|
| **NCSE will commence accepting applications for admission to the special class on behalf of participating schools.** | **1/10/2025** |
| **NCSE will cease accepting applications for admission to the special class on behalf of participating schools.** | **31/10/2025 @ 11:59pm** |
| **NCSE will share applicants with schools** | **7/11/2025** |
| **Participating schools meet** | **Week of 17/11/2025** |
| **The date by which applicants will be notified of the decision on their application for admission to the special class is** | **21/11/2025** |
| **The period by which applicants must confirm acceptance of an offer of admission is** | **28/11/2025** |

The Common Application Window will be published on each participating school's Admission Notice and school website. It will also be published on NCSE website, and social media. It will be shared with local CDNT teams, parent advocacy groups, Fingal Community Childcare - ECCE services, autism specific preschools, and National Parents' Council. **Please see NCSE communication strategy below**

Parents/guardians must complete the **ONLINE** ACAT Applications Form and include attachments as detailed. This form is accessible online via NCSE website and participating schools' websites.

Alternatively, a manual form is available on the NCSE website and can be submitted

- Via post to:

**NCSE D15 ACAT,**
**NCSE Offices,**

**4th Floor Metropolitan Building**
**James Joyce Street**
**Dublin 1**
**D01 K0Y8.**

- via email to **D15ACAT@ncse.ie**

(2) When the Common Admissions Window closes, 30/10/2025 (11:59pm), the NCSE will forward all applications and supporting documentation to schools, (including those indicated as incomplete applications). All further applications will be referred to as "late applications." (**See late applications below**)

The Autism Class Applications Trial Committee will then meet on the week **of 17th November 2025.** Please see below.

Schools are obliged when issuing notification of an unsuccessful application to indicate the right to appeal the decision to the Board of Management and in accordance with Section 29 of the Education Act. The full procedure is more fully described below.

## 5. Support for Parents/Guardians during CAW

The dedicated NCSE administrative personnel will engage with parents/guardians via email, **D15ACAT@ncse.ie** and will follow up with calls, when required to assist parents/guardians. SENOs and their Team Manager will support the parents/guardians of applicants when provided documentation by the NCSE administrative personnel, or contacted directly by parents/guardians, including during CAW.

A number of drop-in parent support sessions will take place across D15 area during the application window to support parents/guardians participate in this ACAT.

- Powerstown ETNS, Tyrrelstown, D15VR80 Wednesday 1st October 2025 10am – 11am
- Castleknock ETNS, Castleknock, D15V094 Thursday 9th October 2025 1pm – 2pm
- Mary Mother Hope JNS, Littlepace, D15TA49 Monday 13th October 2025 9.30am – 10.30am
- Sacred Heart NS, Huntstown, D15KF65 Tuesday 21st October 2025 1pm – 2pm
- Powerstown ETNS, Tyrrelstown, D15VR80, Tuesday 28th October 10.30am – 11.30am

## 6. NCSE Data Collection & Quality Control

- NCSE will cross check information provided by parents
    - email address
    - Child's name matches birth cert
    - Date Of Birth matches birth cert
    - Address matches proof of address
- NCSE complete a checklist for each application
    - See section 8
- Files are presented digitally to school in this order
    - Application (1)
    - NCSE Eligibility letter (2)
    - Birth Cert (3)
    - 2 x Proof of address (4)
    - Assessment Report (5)

## 7. Complete Applications

To meet the individual admission policies of all participating schools, NCSE requires the following for an application to be considered complete:

- Completed Application Form
- Birth Cert
- 2 Proof of address including:
    - Utility Bill e.g. gas, electricity, television, broadband (must not be less than 6 months old. Printed online bills are acceptable. Mobile bills are not acceptable.)
    - Bank/Building Society/Credit Union Statement (within last 6 months)
- Professional / Assessment Report
- Valid NCSE Letter of Eligibility (i.e. parents' notify letter)

## 8. Communication with Parents/Guardians during CAW

- Parents will receive an auto-response from the portal from the NCSE administration team, when the application has been received and entered on the system.
    - In this auto response parents will be advised of other schools with autism classes not participating in D15ACAT and that applications should be made directly to those schools, should parents/guardians wish to do so.
- NCSE administrative team will promptly communicate with parents if an application is incomplete / missing required documents, allowing parents/guardians time to provide same, before the common application window closes.

- NCSE administrative team will advise parents/guardians of the implications of not consenting to sharing information with schools on application form.
- Any incomplete application at the closing date, will be submitted to the schools and noted incomplete.

**Irrespective of the outcome of NCSE feedback to parents/guardians, each application (complete or otherwise) will be forwarded to each school parent/guardians have selected on Application form.**

## 9. NCSE Communication Strategy

- D15ACAT poster
- Short video explaining how to apply via D15ACAT on social media, with link to NCSE website
- Communication graph
- Parent support sessions

## 10. Autism Class Application Trial (ACAT) Committee

The **Autism Class Application Trial (ACAT) Committee** is composed of the Principals of the participating schools (which are listed above) and selected NCSE personnel.

The participating school principals will meet on the week of November 17th, after the common application window, to confirm all applications and ensure all paperwork is received. This meeting will be used to confirm each school has complied with the agreed timelines of the process and to provide a platform for cross school engagement on how the trial is progressing, reporting on issues arising and sharing experience on the level of applications received, levels of over subscription, (key factor for the NCSE's planning). It is not intended as a platform for combined decision making on the offers of placement. Those will be a matter for each school to make independently, in accordance with their respective admissions policy.

## 11. Wait-listing

The Common Application Form informs parents/guardians that if their child is not accepted to a particular school listed in their applications, the child will be added to the waiting list for that school. Parents/Guardians will be notified about the waitlist by each individual school. If a parent/guardian does not want their child waitlisted, they communicate same with the school in question, and their child's name will be removed from that school's waitlist.

Placement on any one waiting list does not disentitle a child to being offered a place in another ACAT participating school.

The waiting list for any school will operate only to the end of the 2026/2027 academic year. Placement on a waiting list will not confer priority for any subsequent academic year and parents/guardians must apply again for any other year.

Waiting lists to be provided to SENO/Team Manager by participating schools.

**12. Department of Education (DE) Criteria for Enrolment to Autism classes (as per circular 0039/2025)**

All the Participating Schools require that an appropriate report be submitted confirming:

- Diagnosis of Autism: DSM IV/V or ICD 10/11 (psychologist, psychiatrist, multi-disciplinary report)

AND

- A demonstration of the understanding of complexity of the child's overall level of need/s evidenced in the professional reports

AND

- Given the severity or complexity of the child's support needs, a clear professional recommendation as to what educational placement type would be most appropriate to best meet the child's needs, along with the rationale for same.

AND

- A valid letter from the NCSE confirming that the child is known to them and that the child has the required diagnosis and recommendation for a special class for autism.

Where an application is received for a participating school parents/guardians will receive some (or all) of the following communication

- Automatic response that application has been received
- Upon submission of a complete application, parents will be notified it has been forwarded to schools (after the 31/10/2025)
- If application is incomplete, email will be sent to parents with further guidance
- If application remains incomplete on the closing date, parents will be notified it is incomplete and it has been forwarded to schools (after the 31/10/2025)

## 13. Selection Criteria in case of over-subscription

Each participating school will assess each application made to it in accordance with its own Admission Policy. Each participating school will have varying selection criteria in case of over-subscription (as detailed in admission policy and appendix of admission notice). Each school will apply its own selection criteria to each application made to it.

Some schools may prioritise siblings of current students, some may prioritise children who already have a place in a mainstream class in a school. Parents/guardians should note that selection criteria in case of over-subscription will vary from school to school. Parents/guardians should also note that while a school may have vacancy in an autism class catering for children of one age, there may not be a vacancy in that school for children of a different age.

## 14. Applications for Mainstream places

Parents/Guardians should note that this policy and procedure relates only to places in the autism classes of participating schools. An application made through the ACAT will be for places in the autism class of the chosen schools as selected by the parent in the Common Application Form.

Such an application will not prioritise an application for a place in the mainstream classes of any participating school. Parents/guardians should ensure that if they wish to apply for a place in mainstream classes in any participating school that they apply directly to the school in question in accordance with that school's Admission Policy.

## 15. Late Applications

Applications are accepted during the CAW for round 1 offers. The date that the CAW will open and close is noted above and is detailed on NCSE website, and each individual schools' website and Admission Notice.

Applications made after the closing date, 11:59pm, 31/10/2025, will be processed as late applications.

The NCSE administrative team will inform schools on **15/4/2025** of late applications made to their school.

Schools will respond directly to parents/guardians by **30/4/2025**.

Applications for admission received by the NCSE administrative team, via the portal, email or post, following the 11:59pm, 31/10/2025 closing date and before **13/04/2026** will responded to, indicating:

- That as the CAW has closed, the application is considered late.
- All late applications will be forwarded to the school(s). Parents/guardians will be notified of the decision on these applications by schools by **30/04/2026** in line with their Admissions Policy.
- Parents should make contact with their local SENO, in order to receive information on schools that continue to have places available in their area for 2026/2027 and/or provide advice on alternative supports available in mainstream/Home Tuition Grant Scheme, as appropriate.

## 16. Offers and acceptance

When an offer of placement has been made, applicants must confirm acceptance of any offer of admission issued within 7 days from the date on which the offer of admission has been made.

Failure to accept an offer within the applicable prescribed period above may result in the offer of admission being withdrawn.

## 17. How the Common Applications Process works

a) In advance of the ACAT each school will have details of the vacancies they have in their school's autism class detailed in Admission Notice.
b) Parents/Guardians can complete the ACAT application online, (or by post and via email)
c) Parents upload/provide Birth Cert and 2x Proof of Address
d) Parents/Guardians upload/provide reports/documentation detailing Department of Education criteria (circular 80/2024)
e) Parents/Guardians upload valid eligibility letter.
f) Parents/Guardians can complete the process in three ways:
    a. Use the online application form at: D15ACAT Online Application Form
    *b. Post the completed Common Application Form and supporting documentation to:*

**g) NCSE D15 ACAT,**
**h) NCSE Offices,**
**i) 4th Floor Metropolitan Building**
**j) James Joyce Street**
**k) Dublin 1**

l) **D01 K0Y8.**

*i.* ***OR***

b. *Email the completed commo*n application form and supporting documentation to **D15ACAT@ncse.ie**

m) Parents/Guardians can contact the NCSE administrative team for assistance via email **D15ACAT@ncse.ie**

n) Parents/Guardians can attend a ACAT parent support session for support in completing application

o) After the Common Application Window closes, NCSE makes applicant details available to each individual school.

p) The ACAT committee will meet

q) After the ACAT committee meeting, each principal will make offers, or notify re unsuccessful applications to applicants in accordance with the school's individual criteria and oversubscription criteria detailed in their individual admission policy.

r) There may be several meetings of the ACAT committee. Offers or notification re unsuccessful applications may be communicated to applicants throughout the 21 day period after the CAW closes.

## 18. Parent/Guardian Review Request and Appeal Process

a) Where a child is refused a place or wait-listed, the parents/guardians can request a review (by the Board of Management) of this decision to refuse within 21 days of the decision to refuse.

b) After the conclusion of the Board review process, the parents/guardians can then appeal any decision by a school to refuse a place through the Department of Education's Section 29 appeal process. This is an independent appeals process managed by the Department of Education. Information on the way to apply for a S.29 appeal and the timelines for doing so are set out on the Department of Education's website. The common application procedure will continue during this time however and the each school that the parents/guardians listed on the application form will consider the applications made.

c) Further information on review and appeal process is detailed on https://www.section29appeals.gov.ie/

## 19. Example of how the procedure will work:

Family 1 have completed the online Applications Form and have selected the following schools for their child Student Z (who is 5 years old and has a psychologist's report meeting DE criteria)

1. School A
2. School B
3. School C
4. School D
5. School E
6. School F

- Application goes to School A, School B, School C, School D, School E and School F
- **School A:**
    - School A is a Senior School.
    - School A therefore refuses Family 1's application.
    - School A write to Family 1 confirming that Student Z does not meet the criteria to apply for a place as School A as it is a senior school.
    - Family 1 can request a review by the Board of Management of School A of this decision to refuse a place within 21 days of the refusal.
    - At the conclusion of the review process, Family 1 can also appeal the decision of the Board to the Department of Education through the S.29 Education Act Appeals process.
- **School B:**
    - School B has two places available in its Autism class for children of Z's age but has five applications for those two places.
    - In accordance with its Admissions Policy, School B conducts a lottery for those places.
    - Two other applicants are chosen first and are offered the places available.
    - Z is drawn third from the lottery.
    - School B write to Family 1 confirming that no place is currently available but that Student Z has been placed on the wait list for the School B's junior autism class and that Student Z is in first place on that wait list.
    - Family 1 can ask for Student Z to be removed from School B's waitlist.
    - Family 1 can request a review by the Board of Management of School B of this decision to refuse a place within 21 days of the refusal.

- At the conclusion of the review process, Family 1 can also appeal the decision of the Board to the Department of Education through the S.29 Education Act Appeals process.

- **School C:**
  - School C has five places available in its autism classes but has seventeen applicants.
  - The Admissions Policy for School C requires that in event of oversubscription, applications will be ranked in order based on certain criteria including that the applicant lives in a certain catchment area.
  - Z's application is ranked fourth of the seventeen applicants.
  - Z is offered a place in School C.
- **School D:**
  - School D has seven places available in its autism classes but has twenty applicants.
  - The Admissions Policy for School D requires that in event of oversubscription, applications will be ranked in order based on certain criteria including children already enrolled in mainstream, current/past sibling, that the applicant lives in a certain catchment area.
  - School D has two applications from mainstream pupils
  - School D has four applications from siblings
  - Z's application is in catchment area with four others. Therefore, there is a lottery between these four applicants for the seventh place.
  - Z's name is 3rd in the lottery.
  - School D write to Family 1 confirming that no place is currently available, but that Student Z has been placed on the wait list for the School D's autism class and that Student Z is in second place on that wait list.
  - Family 1 can request a review by the Board of Management of School D of this decision to refuse a place within 21 days of the refusal.
  - At the conclusion of the review process, Family 1 can also appeal the decision of the Board to the Department of Education through the S.29 Education Act Appeals process.
- **School E:**
  - School E has no places for 2025/2026 academic year and has 11 applicants
  - Student Z lives in priority catchment area for School E with six others.
  - A lottery takes place with these seven applicants

- Z's name is 1st in the lottery.
- School E write to Family 1 confirming that no place is currently available, but that Student Z has been placed on the wait list for the School D's autism class and that Student Z is in first place on that wait list.
- Family 1 can request a review by the Board of Management of School E of this decision to refuse a place within 21 days of the refusal.
- At the conclusion of the review process, Family 1 can also appeal the decision of the Board to the Department of Education through the S.29 Education Act Appeals process.

- **School F:**
  - School F is a Special School for children with Moderate Intellectual Disability and Autism
  - School F has eight places available and nine applicants.
  - Student Z does not provide documentation stating they have a Moderate Intellectual Disability
  - Student Z does not meet criteria to enrol in School F.
  - School F write to Family 1 confirming that Student Z does not meet criteria to enrol in School F and are told that Student Z has not been added to the waitlist.
  - Family 1 can request a review by the Board of Management of School E of this decision to refuse a place within 21 days of the refusal.
  - At the conclusion of the review process, Family 1 can also appeal the decision of the Board to the Department of Education through the S.29 Education Act Appeals process.

## 20. Data Protection and Sharing

NCSE data statement

Applications and all supporting documentation (including psychological, psychiatric and multi-disciplinary reports) are shared with all participating schools selected by the parents/guardians on the Common Application Form. All such documentation is held by each such school and is processed by them in accordance with that school's Admissions Policy and Data Protection Policy. Application documentation may be stored by the school in question in order to implement its waiting list. The Data Controller in each case is the Board of Management of the relevant school.

Applicants should also note the provisions of Section 66(6) of the Education (Admission to Schools) Act 2018 which allows for the sharing of certain information between schools in order to facilitate the efficient admission of students.

Section 66(6) allows a school to provide a patron or another board of management with a list of the students in relation to whom –

i. An application for admission to the school has been received
ii. An offer of admission to the school has been made, or
iii. An offer of admission to the school has been accepted.

The list may include any of the following:

- The date on which an application for admission was received by the school
- The date on which an offer of admission was made by the school
- The date on which an offer of admission was accepted by an applicant
- A student's personal details including his or her name, address, date of birth and personal public service number (within the meaning of section 262 of the Social Welfare Consolidation Act 2005).

## 21. Checklist for applicants

- ✓ Have you fully completed the application form?
- ✓ Have you selected only the schools to which you wish to apply?
- ✓ Have you a copy supporting documentation (including any reports, proof of residence in a catchment area etc. which the individual schools you are applying to may require)
- ✓ Have you received the confirmation email that your form and supporting documentation has been received?

## 22. Queries or Questions?

If you have any queries or questions, please contact the dedicated NCSE administrative team Email **D15ACAT@ncse.ie**.
Parents/Guardians are welcome to attend any of the parent support sessions detailed above. Participating schools will support parents/guardians as much as possible.