

Mercy Convent Primary School
Sallins Road,
Naas, Co.Kildare
W91 XC94
Phone: 045 876410
Email: admissions@mercyconvent.ie
Website: www.mercyconvent.ie



Application for Admission – Autism Class

School Year 2026-2027

Please note that this form is for application purposes only. The information provided will be used to allocate school places in accordance with the School's Admission Policy/Annual Admission Notice www.mercyconvent.ie

Please complete all sections of the form.

General Information on Child		
First Name:	Surname:	Gender:
Date of Birth (DOB):	PPS:	Religion:
Home Address:		
Eircode:		
Email address for school correspondence:		
Siblings in school: Yes ☐ No ☐ (please tick)		
Name(s) of siblings	Sibling(s) current class(es)	
Child's Current School & Address:		

Current Educational Setting

(Please tick as appropriate to your child)

Early Intervention Class Year 1 ☐	E.C.C.E Year 1 ☐	Mainstream Class level: ☐
Early Intervention Class Year 2 ☐	E.C.C.E Year 2 ☐	

General Information on Parent(s) / Guardian(s)	
Parent/Guardian Name:	Parent/Guardian Name:
Address (if different from child's)	Address (if different from child's)
Mobile Number:	Mobile Number:
Email:	Email:

This application **MUST** be accompanied by:

1. Your child's birth certificate Yes ☐ No ☐
2. Proof of address in the form of a utility bill or bank statement of one of the parents which must be dated no later than three months prior to the closing date. It is essential that a copy of such utility bill be enclosed with the application form as if not, even if the applicant is living within the parish of Naas, the application will not receive any priority on the "Living within the Parish of Naas" ground. Yes ☐ No ☐
3. Stamped Addressed envelope Yes ☐ No ☐
4. Your child's professional report(s) outlining a diagnosis of Autism: DSM IV/V or ICD 10/11 (psychologist, psychiatrist, multidisciplinary 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 Yes ☐ No ☐
5. A letter from the NCSE confirming that your child is known to them and that your child has the required diagnosis and recommendation for a special class for autism Yes ☐ No ☐

All original document(s) submitted will be copied by the school and returned

Declaration

I/We being the parent(s)/guardian(s) of the applicant do hereby confirm that the above information is true and accurate and I /we consent to its use as described.

Parent /Guardians Signature:

Parent/Guardian's Signature:

Date:

Date:

Office Use Only

Date application received	D	D	M	M	Y	Y
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Closing Date – 24th October 2025 @ 3pm

Please return documents by hand **OR** Post to **School Secretary Mercy Convent, Sallins Road, Naas, W91 XC94**

Applications received will be acknowledged within three working days of receipt.

Please contact the school if you do not receive acknowledgement.

Please note applications will not be accepted via email.

Online applications can be accepted via our school portal:

<https://www.aladdin.ie/i/A24854937>

Data Privacy Statement

The information provided on this form will be used by Mercy Convent Primary School to apply the selection criteria for enrolment and to allocate school places in accordance with the School's Admission Policy and the School's Admission Notice. Where a pupil is admitted to the school, the information will be retained on the pupil's file. On acceptance of an offer of admission, this information will be entered in the Schools Administration

System Aladdin and will be uploaded to the Primary Online Database. The Pupil Online Database (POD) is a nationwide individualised database of primary school pupils, hosted by the Department of Education.

In the event of oversubscription, a waiting list of students whose applications for admission to Mercy Convent Primary School were unsuccessful due to the school being oversubscribed will be compiled, and will remain valid for the school year in which admission is being sought (*Section 13 Admission Policy*).

Where a child's name is placed on a waiting list, and the child is not admitted to the school, the information provided on this form will be retained for the duration of the school year and will be securely destroyed thereafter.

Section 66(6) of the Education (Admission to Schools) Act 2018 allows for the sharing of certain information between schools in order to facilitate the efficient admission of students. The information which may be provided to a patron or another Board of Management for this purpose may include all or any of the following:

- i. the date on which an application for admission was received by the school;
- ii. the date on which an offer of admission was made by the school;
- iii. the date on which an offer of admission was accepted by an applicant;
- iv. a student's personal details including his/her name, address, date of birth and personal public service number (within the meaning of Section 262 of the Social Welfare Consolidation Act 2005).