



An Roinn Oideachais
agus Óige
Department of Education
and Youth

Apply to School

Admissions Criteria Guide

2025

Prepared by the Department of Education and Youth
www.gov.ie/applytoschool

Table of Contents

Table of Contents.....	1
1 The Admissions Policy of a school.....	2
2 Selection criteria used by schools	2
3 The inclusion of religion as a selection criterion in post-primary schools	2
4 Selection criterion that cannot be used by schools.....	2
5 Reasons why an application for admission may be unsuccessful.....	3
6 Knowing if a school is oversubscribed.....	4
7 Where to find a school's Admissions Policy or Admissions Notice	4
8 Unsuccessful applications and waiting lists	4
9 Additional information about school Admissions Policies	4

1 The Admissions Policy of a school

All schools must have an admissions policy. The Admission to Schools act requires that a school's admission policy must comply with the requirements as set out in the legislation. A key provision in the act is that schools must accept all applicants, unless oversubscribed.

All schools must include an admission statement in every school's admission policy. Every school must provide in its admission statement that it will not discriminate against an applicant for admission on any of the specified grounds as follows: the gender, civil status, family status, sexual orientation, religion, disability, race, member of traveller community or special educational needs.

2 Selection criteria used by schools

Schools have discretion in relation to their admission criteria and how they are applied. The selection process and the admission policy on which it is based must be non-discriminatory and must be applied fairly in respect of all applicants. Any selection criteria not included in the school's admission policy cannot be used to determine whether a student can gain admission to a school.

3 The inclusion of religion as a selection criterion in post-primary schools

Denominational post primary schools can prioritise applicants based on their religious denomination in their selection process should they wish to do so.

4 Selection criterion that cannot be used by schools

A school deciding on an application for admission or placing a student on a waiting list cannot consider the following whether as selection criteria or otherwise as part of its admission process or in its decision making on applications:

- (i) The payment of fees or contributions (howsoever described) to the school, unless the school is a fee charging school or involves admission to the residential element of a boarding school or to a PLC or further education and training course run by a school.
- (ii) A student's academic ability, skills or aptitude other than circumstances where the school is ascertaining whether the student has the category of special educational needs concerned for admission to (a) a special school or (b) a special class.
- (iii) The occupation, financial status, academic ability, skills or aptitude of a student's parents
- (iv) A requirement that a student, or his or her parents, attend an interview, open day or other meetings as a condition of admission

5 Reasons why an application for admission may be unsuccessful

Certain categories of school that cater for specific groups can apply the following as provided for by the act.

- a. A school that admits students of one gender only
- b. Special schools - a school providing education exclusively for students with a category or categories of special educational needs must include a statement that the school may refuse to admit a student who does not have the specified category of special educational needs concerned
- c. Schools with a special class - a school that has established a special class providing education exclusively for students with a category or categories of special educational needs must include a statement that the school may refuse to admit to the class concerned a student that does not have the category of need catered for.

6 Knowing if a school is oversubscribed

In the case of a school where the intake group or special class was oversubscribed in the year prior to the year for which admission is sought, the school admission notice will set out the allocation of places against each selection criterion. This provides a greater understanding of how the school allocates places.

7 Where to find a school's Admissions Policy or Admissions Notice

Schools' admissions policies and admissions notices are available on schools' individual websites.

8 Unsuccessful applications and waiting lists

A waiting list of students, whose applications for admission to the intake group were unsuccessful due to the school being oversubscribed, is compiled by the school. The school must use this list to fill any vacancies arising during the school year in question only.

9 Additional information about school Admissions Policies

A suite of supporting documents and further information is available at <https://www.gov.ie/en/department-of-education/policy-information/school-admissionsenrolment/>





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Apply to School

FAQs for Parents/Guardians

2025

Prepared by the Department of Education and Youth
www.gov.ie/applytoschool

Table of Contents

Table of Contents.....	i
1. What is Apply to School?	3
2. What regions are involved in the Apply to School Pilot?	3
3. What is the position regarding Data Protection?.....	3
4. Will the system facilitate applications to Special Class Places?	4
5. When can I apply for a post-primary school place for my child?	4
6. What can I do as a parent/guardian to support this process?	4
7. Where can I access the application form?.....	5
8. How do I complete the application form?	5
9. Do I need to provide an email address on the application form?	5
10. What documents are required to be uploaded with the application?	5
11. How can this documentation be submitted?	6
12. Why do I need to upload individual special class placement documents for each school I apply to?	7
13. How are places allocated?.....	7
14. What is the timeline for enrolment?	7
15. Can I apply to more than one school in an area?.....	7
16. Can parents/guardians indicate their preferred school?	8
17. What happens if the school is oversubscribed?	8
18. How are offers made?	8
19. What happens if my child is not offered a place?	9
20. What happens after I submit the application?	9
21. What happens if I need to submit an application past the deadline?	10
22. What happens when first round offers are issued?	10
23. Who do I contact with technical queries in relation to the online application form? ...	10
24. How do I appeal a decision made on an application?	10

25. Where can I find out more information about the policy on school admissions and appeals?	11
Appendix A – Timeline	12

1. What is Apply to School?

Apply to School is a new pilot online system developed by the Department of Education and Youth. Applytoschool.ie will host a single online application form, for admission to first year in post-primary schools for the 2026/27 admissions process. The pilot will be carried out in five regions. The pilot marks the beginning of a multi-year project that will work towards delivering a nation-wide Common Application System. Its fundamental elements are:

- An online portal where Parents/Guardians complete one form to simultaneously apply to one or more schools in the pilot areas.
- An online portal for schools to view and download these applications.
- Schools will continue to apply their admissions policies and process applications for admissions as normal.
- Synchronised timelines for applications, offers and acceptances across all schools; and
- Synchronised registration of accepted places on Post-Primary Online Database (PPOD).

2. What regions are involved in the Apply to School Pilot?

Apply to School will involve five pilot regions: Athenry, Celbridge, Clonakilty, Greystones, and Tullamore.

3. What is the position regarding Data Protection?

Please refer to the Department's website here www.gov.ie/applytoschool to view the Data Privacy notice and for full details on how personal data is processed securely and in full compliance with Data Protection legislation.

4. Will the system facilitate applications to Special Class Places?

Yes, reducing the burden on parents/guardians seeking special class placement for their children is a fundamental objective of the pilot, and our work to develop a nationwide Common Application System. It is important that the admission of children with special education needs is integrated within mainstream admissions.

The pilot will include the facility for Parents/Guardians to apply to a special class in schools, where applicable. In line with facilities currently available, Parents/Guardians may choose to only apply for a special class place, a mainstream place, or both.

The Department of Education and Youth is engaging directly with the National Council of Special Education to ensure that admissions to special classes in the pilot are supported to the greatest extent possible.

5. When can I apply for a post-primary school place for my child?

Applications will open from **01 October 2025** for school places in September 2026. The pilot system will close on **22 October 2025**. Please ensure your application is submitted in advance of the closing date.

6. What can I do as a parent/guardian to support this process?

A parent/guardian should thoroughly familiarise themselves with the Admissions Policy of each applicable school and any other relevant information. Admissions Policies and school information can be accessed via the schools' websites.

7. Where can I access the application form?

The online application form can be accessed via www.applytoschool.ie

8. How do I complete the application form?

Please refer to the System User Guide for Parents/Guardians which is available on the Department of Education and Youth's website at the following link:

www.gov.ie/applytoschool

9. Do I need to provide an email address on the application form?

Yes, a personal email address is required to submit your application.

We use your email to:

- Confirm your application
- Share your application ID
- Ensure schools can contact you quickly about offers or requests for more information.

If you do not currently have an email address, you will need to create one before completing this form. Free accounts are available from providers such as Gmail, Outlook, or Yahoo Mail.

10. What documents are required to be uploaded with the application?

The required documents will vary depending on the type of class the parent/guardian is applying for.

For mainstream class placement the mandatory documents are:

- (i) A copy of your child's birth cert and
- (ii) Up to two different forms of recent proof of address.

For special class placement the documents required are:

- (i) Professional report(s) outlining diagnosis (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

- (ii) A 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.

11. How can this documentation be submitted?

When uploading the birth cert and proof of address, this can be done in three ways:

- Drag and drop the image into the "Drop image here" area
- Click "Select image" to choose a file from your device
- Take a photo of the document by clicking the camera icon on the right-hand side of the form.

When uploading documents required for special class placement:

- Drag and drop the file to the specified
- **If you are uploading documentation relating to the application of a special class place, this can only be uploaded as a file (photo upload is not available).**

If you experience difficulties uploading, you must provide a hard copy directly to the school within five working days of submitting your application

Also please note, for data protection reasons, the system cannot share special class documentation across multiple schools. If you are applying for a special class placement in multiple schools, both documents will need to be uploaded separately for each school.

12. Why do I need to upload individual special class placement documents for each school I apply to?

Individual upload of special class placement documents is required for each school applied to for data protection reasons.

13. How are places allocated?

Places are allocated by schools in line with their admissions criteria outlined in each individual Admissions Policy. In accordance with the provisions of the Education (Admission to Schools) Act 2018, schools are required to clearly set out their selection criteria in their admission policy. The criteria to be applied by schools and the order of priority are a matter for the schools themselves.

14. What is the timeline for enrolment?

See timeline in Appendix A below.

15. Can I apply to more than one school in an area?

The Department strongly recommends all parents/guardians apply to multiple schools, especially if your school of choice is popular.

16. Can parents/guardians indicate their preferred school?

While the indication of a Parent's/Guardian's preference of school brings benefits in streamlining the process, there are also complexities attached to implementing this facility. This pilot is focused on achieving simple efficiencies within a short timeframe for delivery. The potential for preferences to be expressed will be considered as part of future iterations of the pilot.

17. What happens if the school is oversubscribed?

If a school receives more applications than available places, they are deemed to be oversubscribed. Where schools are oversubscribed, they must use their published oversubscription criteria as outlined in their admissions policies to determine the order in which offers are made.

In that case, the school must use the rules in its admissions policy to decide who gets offered a place first. If your child doesn't get a place because the school is full, their name will go on a waiting list. This list is only used to fill places that become available during that school year. In the event that there are two or more students tied for a place or places in any of the selection criteria categories, schools' admissions policies will outline how places are allocated. You can find the admissions policies on the websites of each school.

18. How are offers made?

Places will be offered to your child, if successful, by schools directly. The schools involved will review all applications when the system closes on **22 October 2025**. Applications will be reviewed in line with the schools' published admissions notice and admissions criteria as outlined in their admissions policies. Round one offers will be issued by schools on **12 November 2025**. Please be advised some offers may be accompanied by an online enrolment form.

Parents/Guardians must notify the school of their acceptance by **21 November 2025**. Please note offers should only be accepted if your child will be attending the school. If an enrolment form accompanies the offer, and you wish to accept this offer, you must complete and submit the online enrolment form in full.

19. What happens if my child is not offered a place?

Your child may be placed on a waiting list which will be managed by each school individually in accordance with their Admissions Policy. The Department of Education and Youth will engage with schools, Patrons and Management Bodies if enrolment pressures arise in an area.

20. What happens after I submit the application?

When the form is successfully submitted, the parent/guardian will receive an acknowledgment email from the following email address: applytoschool@education.gov.ie

Please hold on to this email as confirmation, the email will also contain an application ID which should be kept note of.

Your application form will be reviewed by your chosen school(s) in line with the timeframe for processing applications.

In some instances, the school may contact the parent/guardian to clarify details and/or documents provided on the application form.

21. What happens if I need to submit an application past the deadline?

Applications made after the closing date **22 October 2025** should be made directly to the school. Places must be offered where available. Please refer to question 14 with regards to oversubscription.

22. What happens when first round offers are issued?

Schools will issue offers which may be accompanied by an Online Enrolment Form. Please complete the form in full only if you wish for your child to attend that school. The Department encourages parents/guardians to complete only one form for the place they are accepting.

23. Who do I contact with technical queries in relation to the online application form?

If you have any technical difficulties with the online application form, please contact helpdesk_applytoschool@education.gov.ie Any queries related to admissions (selection criteria / waiting lists etc.) should be directed to the relevant school.

24. How do I appeal a decision made on an application?

The appeals process remains the same. Under Section 29 of the Education Act 1998, the parent/guardian of the student, or in the case of a student who has reached the age of 18 years, the student, may appeal a decision of a school to refuse.

In cases where admission to a school has been refused because the school is oversubscribed, appeals on the school's decision must in the first instance be made for review by the school's Board of Management.

An appeal may be made under Section 29 (1)(c)(i) of the Education Act 1998 where the refusal to admit was due to the school being oversubscribed.

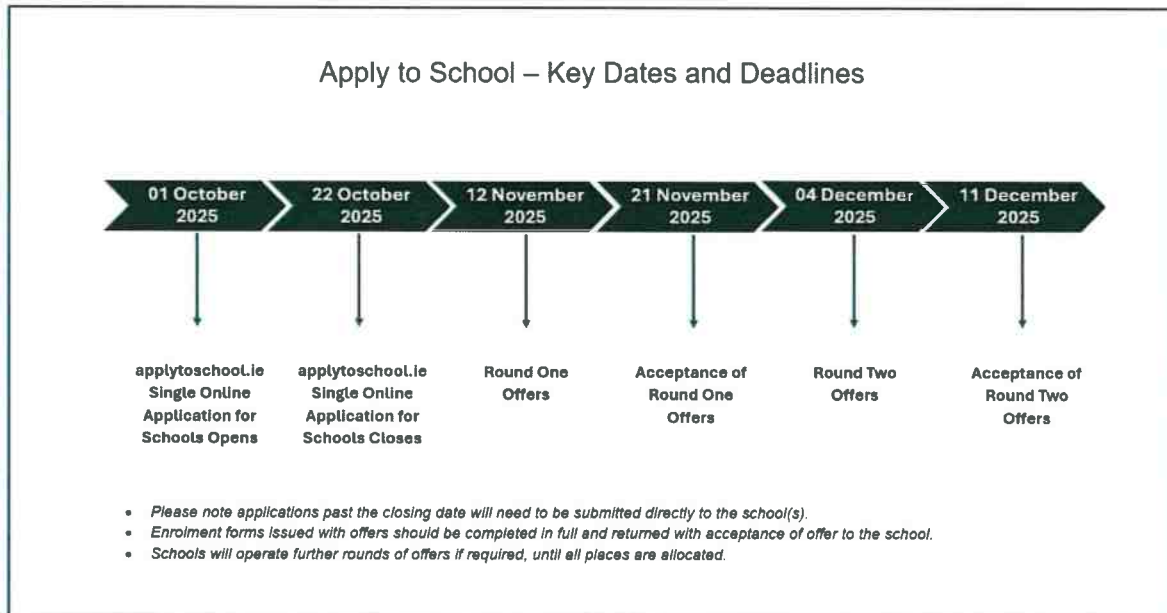
An appeal may be made under Section 29 (1)(c)(ii) of the Education Act 1998 where the refusal to admit was due a reason other than the school being oversubscribed.

25. Where can I find out more information about the policy on school admissions and appeals?

More information on school admissions can be found on the Department's website at the following link: <https://www.gov.ie/en/department-of-education/policy-information/school-admissionsenrolment/>

More information on the appeals process can be found on the Department's website at the following link: <https://www.gov.ie/en/department-of-education/publications/appeals-in-relation-to-refusal-to-admit-a-student-for-a-reason-other-than-the-school-being-oversubscribed/>

Appendix A – Timeline



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Apply to School

System User Guide for Parents/Guardians on the Single Online Application Form

2025

Prepared by the Department of Education and Youth
www.gov.ie/applytoschool

Table of Contents

Table of Contents.....	i
1 Purpose	3
1.1 Key Benefits for Parents/Guardians.....	3
2 Before You Begin.....	3
3 Data Protection Notice/Consent for Processing of your Data	4
4 Accessing the System.....	4
5 The Application Form.....	5
5.1 Part 1.....	6
5.2 Part 2.....	8
5.3 Part 3.....	10
5.4 Part 4.....	13
5.4.1 Question 1	14
5.4.2 Question 2	15
5.4.3 Question 3	18
5.4.4 Question 4	19
5.4.5 Question 5	20
5.5 Part 5.....	21
6 Review Your Choices/Acceptance of terms.....	24
7 Application Form Submission.....	25
8 Support Contact.....	26
Appendix A – Explanation of Information Requested	27
A.1 – Part 2.....	27
A.2 – Part 3.....	27
A.3 – Part 4.....	30
A.3.1 – Question 1	30
A.3.2 – Question 2	31

A.3.3 – Question 3	32
A.3.4 – Question 4	34
A.3.5 – Question 5	35
Appendix B – Timeline	36

1 Purpose

This guide will provide a step-by-step preview of the pilot Apply to School online application system, so you, the Parent/Guardian, will be fully prepared before you start your application.

The online application form is a new online system developed by the Department which can be accessed at applytoschool.ie

Please follow each section outlined below to ensure your applications is completed and ready for submissions.

1.1 Key Benefits for Parents/Guardians

Some key benefits of the Apply to School system include:

- A single application form to apply to school(s)
- Earlier certainty on your child's school place
- Real time tracking of your application status
- Fair and transparent process

2 Before You Begin

Before you begin the application form, please note the following:

- The purpose of the application form is to register details of the applicant for a first-year school place for the 2026/2027 academic year
- The application window is open from **01 October 2025** until the closing date of **22 October 2025**. Please ensure you submit your application in advance of this closing date.
- Each school has a separate school's admission policy and admissions notice. These determine the allocation of places (oversubscription criteria) and the number of places available. These are published on the individual school's website. Please familiarise yourself with the school's admissions policies before you begin.
- If you are applying to a school that is very popular and there are other schools in your area, please also apply to those other schools. While the Department will work with schools to ensure that there are enough places overall in your area, you may not get a place in your first-choice school.

- You do not need to submit a separate application for each school. This application form will allow you to select multiple schools.
- If you are applying for multiple children (e.g. twins, triplets) you must apply for each child separately.

3 Data Protection Notice/Consent for Processing of your Data

The information you provide on the application form is used by the school(s) you select to process your application for a place in their school and by the Department of Education and Youth for statistical and monitoring purposes, specifically, to monitor the number of applicants with and without a school place.

By submitting the application form, you acknowledge that the information provided will be used for the purpose of processing your application by the school(s) you wish to apply to and by the Department of Education and Youth for statistical and monitoring purposes. The information may be shared with the National Council for Special Education and TUSLA Education Support Service.

Further information on how your data is collected and processed is available on the Data Privacy Notice here: www.gov.ie/applytoschool

4 Accessing the System

To access the application form, please go to applytoschool.ie

The initial page of the application form provides information on the Apply to School process. For further information, click on the “Tap here for more information” dropdown. You are strongly encouraged to read all details in full.

When you are ready to begin hit ‘**Next**’.

Apply to School



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Welcome to **Apply to School**. Here you can fill out a single application form for your child and submit it to **multiple** schools in your region.

What you'll need before you start

- Your child's details (name, date of birth, PPSN)
- Proof of address (e.g. Utility bills, official document etc.)
- Your child's birth certificate (scan or take a photo on your phone)
- Supporting documents if you are applying for a special class place (e.g. A Professional Diagnosis letter, a confirmation letter from NCSE)

What to Expect

The form is divided into 4 simple parts and should take 20-25 minutes to complete:

Part 1 - Select the schools and places you wish to apply to

Part 2 - Provide information on your child

Part 3 - Provide information on yourself

Part 4 - Provide other information to help schools prioritise your application

Part 5 - Upload required Documentation

You'll be given a summary of everything you fill out before you submit, if you're working on a personal device the form will auto-save your progress as you go (not supported if using a "in-Private" browser).

► [Tap here for more information](#) ▾

Data Protection Notice/Consent for Processing of your Data

The information you provide on this form is used by the school(s) you select to process your application for a place in their school and by the Department of Education and Youth for statistical and monitoring purposes, specifically, to monitor the number of applicants with and without a school place.

By submitting this application form, you acknowledge that the information provided will be used for the purpose of processing your application by the school(s) you wish to apply to and by the Department of Education and Youth for statistical and monitoring purposes. Your information will not be used for any other purpose.

Your data will be handled in accordance with Data Protection Act, 2018 and is protected against unauthorised access.

You have the right to access, rectify, or erase your data, and to lodge a complaint with the Data Protection Commissioner.

The Department of Education and Youth are not responsible for the accuracy of the information you provide, and you should be aware that any errors or omissions may invalidate your application to the school(s) you apply to.

When you're ready to begin, hit "Next"

Next

Page 1 of 6

5 The Application Form

The application form is broken into 5 parts:

- Part 1 - Select the schools and places you wish to apply to
- Part 2 - Provide information on your child
- Part 3 - Provide information on yourself
- Part 4 - Provide more information to help schools assess your application
- Part 5 - Upload required Documentation

You will be given a summary of everything you fill out before you submit, if you're working on a personal device use the same web browser so the form will auto-save your progress as you go.

5.1 Part 1

Part 1 of the application form asks you to select the region you are applying to. Only one region can be selected per application. The regions include:

- Athenry
- Celbridge
- Clonakilty
- Greystones
- Tullamore_Killina

Hit **'Next'** when you have chosen a region. If at any time you wish to go back to the previous page, hit **'Back'** located at the bottom of each page.

Part 1 - School Selection

Which Region are you applying to?*

☐ Athenry

☐ Celbridge

☐ Clonakilty

☐ Greystones

☐ Tullamore/Killina

Back **Next**

Page 2 of 6

After you select a region, the form will ask you to choose the schools and class placements you wish to apply to. Tullamore_Killina has been chosen as an example.

For each region, three class placement options will appear: Mainstream, Special Class or Both. Please note only one option can be selected per school.

If you wish to deselect your chosen field, simply click the field again. When you are ready to progress to the next part hit 'Next'.

Part 1 - You're applying for Schools in TULLAMORE/KILLINA

Which schools and places do you wish to apply for in Tullamore/Killina?

Note: if you select "special" or "both" in the list below, you will be required to provide additional information on the educational requirement for your child.

	Mainstream	Special Class	Both
Colaiste Choilm	☐	☐	☐
Killina Presentation Secondary School	☐	☒	☐
Sacred Heart Secondary School	☐	☐	☐
Tullamore College	☐	☐	☐

Warning - no schools in Tullamore selected yet

Please select at least one school and placement above to continue with your application

Back

Next

Page 3 of 13

NOTE: If you select "special" or "both" in the list above, you will be required to provide additional information on the educational requirement for your child.

If you don't yet have an assessment of need completed, you won't be able to complete your application at this time. A confirmation request will appear which will need to be selected for you to progress with the application form.

Confirmation of request for Special Class Placement in Tullamore/Killina*

Please note, you have selected "special" or "both" in the list above, you will be required to provide additional information on the specific educational requirement for the applicant.

If you don't yet have an assessment of need completed, you won't be able to complete your application at this time.



I confirm I have a recommendation for supports through a special educational class, I consent to sharing this information and wish to proceed with my application

Back

Next

Page 3 of 13

5.2 Part 2

Part 2 of the application form asks you to provide information on your child. Until all relevant information is completed the form will appear in red, prompting you to navigate errors.

Part 2 - Information about the child

Child's First Name*

as it appears on their birth certificate

Child's Middle Name

as it appears on their birth certificate

Child's Surname*

as it appears on their birth certificate

Child's PPSN*

Child's Sex*

☐ Male	☐ Female
----------------------------	------------------------------

Child's Date of Birth*

Home Address*

Start typing your address below for suggestions.

Please note, you will need to provide **proof** of residence at this address later on

Home Eircode*

Please enter your full 7 digit Eircode, you can find your Eircode [here](#)

Special Education Requirement*

Please provide more details for the special needs class you want to apply to

☐ Autism Spectrum Disorder

☐ Moderate General Learning Difficulty

☐ Mild General Learning Difficulty

Page 4 of 13

An explanation of the information requested for each field can be found in Appendix A of this guide. When you are ready and all information is inputted accurately, please hit '**Next**'.

5.3 Part 3

Part 3 of the application form asks you to complete information on you, the Parent/Guardian of the child applying for a school place. As above, the form fields will remain red until the relevant information is filled in.

If you are unsure of what information to provide, please refer to Appendix A of this guide for an explanation of the information requested.

When you are ready and all information is inputted accurately, hit '**Next**'.

Part 3 - Parent/Guardian Details

Your First name*

Your Surname*

Your relationship to your child*

☐ Father	☐ Step-Father	☐ Mother
☐ Step-Mother	☐ Guardian	☐ Grandfather
☐ Grandmother		

Do you reside at the same address as your child?*

☐ Yes	☐ No
---------------------------	--------------------------

Your e-mail address*

Confirm e-mail address*

This is a required question.

Your mobile number*

Please include your prefix (086, 087 etc.)

Your landline number (if available)

Please include your area code (01, 062 etc.)

Please be advised you will require a personal email address to proceed with the application form. If you do not currently have an email address, you will need to create one before completing this form. Free accounts are available from providers such as Gmail, Outlook, or Yahoo Mail.

If you wish to add a second Parent/Guardian please hit 'Yes', if not hit 'No'. When you are ready and all information is inputted accurately, hit 'Next'.

Part 3 - Parent/Guardian Details

Do you wish to add a second parent/guardian to this application?*

☐ Yes

☐ No

Back

Next

Page 6 of 15

5.4 Part 4

Part 4 of the application form asks you to provide more information to help schools assess your application. It consists of 5 questions. An explanation of each question and the information requested can be found in Appendix A of this guide.

If a school receives more applications than available places, they are deemed to be oversubscribed. Where schools are oversubscribed, they must use their published oversubscription criteria as outlined in their admissions policy to determine the order in which offers are made.

In that case, the school must use the rules in its admissions policy to decide who gets offered a place first. If your child doesn't get a place because the school is full, their name will go on a waiting list. This list is only used to fill places that become available during that school year. In the event that there are two or more students tied for a place or places in any of the selection criteria categories, schools' admissions policies will outline how places are allocated.

Different criteria will be used for prioritisation depending on the specific school. The information captured in this part of the form may not be fully considered by schools depending on their oversubscription criteria. As previously stated in this guide, you can find the admissions policies on the websites of each school. The Department strongly encourages Parents and Guardians to familiarise themselves fully with the relevant admissions policies.

Part 4 - More information to help schools assess your application

More information about this part before you proceed

In areas of high demand, a school may get more applications than it has places. When this happens, the school must follow its rules to decide who gets in first.

This section lets you share any extra information that might help a school give your child a place, based on those rules. Here are some examples of ways schools can prioritise your application:

1. If you have multiple children starting school next year (Twins/Triplets etc.)
2. If you have any siblings already attending any of the schools you're applying to or if any siblings attend in the past
3. If either parents work in any of the schools
4. If your child attends a local primary school

Please note: Depending on the specific school, different rules will be used for prioritisation, and while we may capture this information below, schools may consider it differently.

You need to review a school's admission policy to understand exactly how they give priority. You may have to provide evidence to the school in the event they offer you a provisional place on the basis of prioritisation.

[Back](#)[Next](#)

Page 7 of 15

5.4.1 Question 1

The first question asks if the Parent/Guardian is applying for multiple children to start school this year, for example twins or triplets. Hit 'Yes' or 'No' depending on your circumstances.

Hit 'Next' when you are ready to go to the next question.

Part 4 - More information to help schools assess your application in Tullamore/Killina (1 of 5)

Will you be applying for multiple children to start school this year (e.g. Twins, Triplets) in Tullamore/Killina?*

Schools will try to ensure offers are made to all siblings, so it is important you flag if this child has any siblings that will also start school at the same time as part of their application (but remember you must apply for each child separately!)

☒ Yes ☐ No

 Page 8 of 15

5.4.2 Question 2

The second question asks if your child currently has siblings enrolled in the schools chosen in Part 1 of the application form. If **'Yes'**, you will be asked to provide information on the youngest sibling such as the sibling's name(s) and the year group they are currently enrolled in. If your child does not have siblings currently attending the school hit **'No'**

You will also be asked if your child has any other siblings enrolled in the selected schools. This question offers **'Yes'** or **'No'** options only as additional details are not required to be captured but it will alert the school of multiple siblings enrolled.

Hit **'Next'** when you are ready to go to the next question.

Part 4 - More information to help schools assess your application in Tullamore/Killina (2 of 5)

Does your child have any siblings currently enrolled in any of the schools being applied to?*

Schools will try to ensure offers are made to ensure applicants attend the same school as their siblings

☒ Yes ☐ No

Which school(s) do they have a sibling in?*

☒ Colaiste Choilm ☐ Killina Presentation Secondary School

☐ Sacred Heart Secondary School ☐ Tullamore College

Sibling in Colaiste Choilm ▾

If your child has multiple siblings in the school, complete the below form for the **youngest** sibling in the school

Colaiste Choilm: What is their siblings' name?*

Colaiste Choilm: What year group is the sibling in?

☐ 1st Year ☐ 2nd Year ☐ 3rd Year

☐ Transition Year ☐ 5th Year ☐ 6th Year

Does Peter have any other siblings in Colaiste Choilm? *

You don't need to capture their details here, but it will alert the school there are multiple siblings in the school

☐ Yes ☒ No

Back

Next

 Page 9 of 15

5.4.3 Question 3

The third question asks if your child has any immediate family members (mother, father, grandparent or sibling etc) who were previously enrolled in the schools you are applying to.

If 'Yes' you will be asked to provide information on the family member. If your child does not have any immediate family members who were previously enrolled in the school's you are applying for hit 'No'.

Hit 'Next' when you are ready to go to the next question.

Part 4 - More information to help schools assess your application in Tullamore/Killina (3 of 5)

Does your child have any immediate family members (mother, father, grandparent or sibling) that previously enrolled in any of the schools being applied to?*

☒ Yes ☐ No

Which school did their relative attend?*

☒ Colaiste Choilm

☐ Killina Presentation Secondary School

☐ Sacred Heart Secondary School

☐ Tullamore College

Past Pupil in Colaiste Choilm ▼

What relative(s) of Peter attended Colaiste Choilm? *

Tick all that apply

☐ Sibling

☐ Parent

☒ Grandparent

Former Grandparent in Colaiste Choilm: Please include the full name as it would appear on their enrolment record*	Former Grandparent in Colaiste Choilm: What year did they graduate?*
Back	Next
Page 10 of 15	

5.4.4 Question 4

The fourth question will ask if you or another Parent/Guardian are currently employed in the school's you are applying to. If **'Yes'** you will be asked to select which school you are employed in. If you do not work in the school(s) hit **'No'**.

Hit **'Next'** when you are ready to go to the next question.

Part 4 - More information to help schools assess your application in Tullamore/Killina (4 of 5)

Are you or Peter's other parent/guardian currently employed in any of the schools you've applied to? *

☒ Yes ☐ No

Details of employment in school(s) - Tullamore/Killina

Please tick the school(s) in which you are employed

	Tick the school(s) in which you are employed
Colaiste Choilm	☐
Killina Presentation Secondary School	☐
Sacred Heart Secondary School	☒
Tullamore College	☐

[Back](#) [Next](#)

Page 11 of 15

5.4.5 Question 5

The fifth and final question of Part 4 asks if your child currently attends a primary school in the area. If 'Yes', a drop-down menu will appear with a list of primary schools in the region selected. If you cannot locate the primary school in the list, please enter it manually by using the 'Another School' option located at the bottom of the dropdown list.

If your child does not currently attend a primary school in the area, please hit 'No'.

When you are ready to proceed to the next part, hit 'Next'.

Part 4 - More information to help schools assess your application in Tullamore/Killina (5 of 5)

Does your child currently attend a primary school in Tullamore/Killina or its surrounding area?*

☒ Yes ☐ No

Primary schools in Tullamore/Killina and surrounds

Please select the school your child currently attends from the list below, if the school is not on the list, you can enter it manually by selecting "Another School"

-Please select-

[Back](#) [Next](#)

Page 12 of 15

5.5 Part 5

Part 5 of the application form is uploading the required documentation to support your child's application to the selected schools. All schools require:

- **A copy of your child's birth cert and**
- **Up to two different forms of recent proof of address.**

To upload the documents i.e. birth cert and two different forms of proof of address. You can upload documents in three ways:

- Drag and drop the image into the "Drop image here" area
- Click "Select image" to choose a file from your device
- Take a photo of the document by clicking the camera icon on the right-hand side of the form

Please be advised that up to two proofs of address are required to be uploaded. Acceptable forms of proof include a utility bill in your name dated within the last 30 days for the address given. The above documents are mandatory and should be uploaded in their respective section.

To help schools process your application quickly, please take note of the following tips:

- For single-page documents, take a clear photo of the document and upload it
- For multi-page documents, please combine all pages into one file before uploading
- Ensure that they are in a vertical (portrait) orientation for easier review
- Document types accepted are JPG, JPEG, PDF, PNG, TIFF, TIF and BMP files
- Please make sure you upload the relevant document into the corresponding "Drop file here" upload box
- Maximum file size: 10MB

Hit '**Next**' when you are ready, and all required documents have been uploaded.

Part 5 - Document Upload

Peter 's Birth Certificate *

Please take/upload a picture of your child's birth certificate

1 Drop image here or select image (maximum number of files allowed: 1)

Please provide proof of Child's Address (Clonminch, Tullamore, Offaly, IRL) *

Acceptable forms of proof include a utility bill in your name dated within the last 30 days for the address given.

1 Drop image here or select image (number of files allowed: 1 - 2)

Back **Next** Page 13 of 15

If you are applying for a Special Class placement, the following documentation is required, as outlined in Section 7 of Department of Education and Youth Circular 0039-2025.

- (i) Professional report(s) outlining diagnosis (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

- (ii) A 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.
- **This documentation can only be uploaded as a file (photo upload is not available) and must be uploaded individually to each school you wish to apply to.**
- **If you experience difficulties uploading, you must provide a hard copy directly to the school within five working days of submitting your application.**

These documents are only required if you have chosen a "Special Class" or "Both" as your placement option in Part 1 of the application form. Hit 'Next' when you are ready, and the documents have been uploaded.

Part 5 - Document Upload - Special Class recommendation

Colaiste Choilm Special Class Place*

Please Upload professional Diagnosis AND confirmation letter from NCSE

1

Drop file here or select file (pdf, doc, docx, png, jpg, jpeg. Number of files required: 2)

Killina Presentation Secondary School Special Class Place*

Please Upload professional Diagnosis AND confirmation letter from NCSE

1

Drop file here or select file (pdf, doc, docx, png, jpg, jpeg. Number of files required: 2)

Tullamore College Special Class Place*

Please Upload professional Diagnosis AND confirmation letter from NCSE

1

Drop file here or select file (pdf, doc, docx, png, jpg, jpeg. Number of files required: 2)

Back

Next

Page 14 of 15

6 Review Your Choices/Acceptance of terms

The last step before submitting the application form is to review all information provided to ensure that is accurate. Please be advised the Department of Education and Youth are not responsible for the accuracy of the information you provide, and you should be aware that any errors or omissions may invalidate your application to the school(s) you apply to.

Please read the declarations/acceptance of terms in full and hit the confirmation that you as the Parent/Guardian have read and understood all the information provided and agree to the terms outlined. Please provide a signature as confirmation that you have reviewed all information and that it is accurate.

If there any changes to be made to the information provided, hit 'Back' to navigate to the corresponding part.

24

When you are ready hit **'Submit'**.

Final Confirmation

☒ I/We confirm that we have read and understood all the information provided above and agree to the terms outlined.

Finally, please sign to confirm you have reviewed all the information above and are sure it is correct*



Signature

[Back](#) [Submit](#)

Page 15 of 15

7 Application Form Submission

When the application form has been submitted successfully, a thank you message will appear on your screen.



Thank you.

Your response was submitted successfully.

An acknowledgement email will issue shortly after to the email address provided on the application form from applytoschool@education.gov.ie

Please hold on to this email as confirmation, the email will also contain an application ID which should be kept note of.

8 Support Contact

Please refer to the Department's website here www.gov.ie/applytoschool for further information and FAQs which may assist you with your query.

If you experience any technical issues, please contact the Department at the following email address: helpdesk_applytoschool@education.gov.ie

Any queries related to admissions (selection criteria / waiting lists etc.) should be directed to the relevant school.

In some instances, the school may contact the parent/guardian to clarify details and/or documents provided on the application form.

Appendix A – Explanation of Information Requested

A.1 – Part 2

Requested Detail/Question	Description
Child's First Name	First/Given Name of the child based on their birth certificate.
Child's Middle Name	Middle Name of the child based on their birth certificate (if applicable).
Child's Surname	Family Name/ Surname of the child based on their birth certificate.
Child's PPSN	PPSN of the child.
Gender	Gender of the child.
Child's Date of Birth	Date of Birth of the child.
Home Address	Current home address of the child.
Home Eircode	Current home address Eircode of the child.
Special Education Requirement	If you have applied for a Special Class, you must select an appropriate option from the following: 1. Autism Spectrum Disorder 2. Moderate General Learning Difficulty 3. Mild General Learning Difficulty

A.2 – Part 3

Requested Detail/Question	Description
Your First name	First/Given Name of the Parent/Guardian.

Your Surname	Family Name/ Surname of the Parent/Guardian.
Your relationship to your child	Relationship of the Parent/Guardian applying for the child. You are required to select one from following options, as applicable: 1. Father 2. Step-Father 3. Mother 4. Step-Mother 5. Guardian 6. Grandfather 7. Grandmother
Mother's birth surname (if applicable)	If you select "Mother", this question will be asked.
Do you reside at the same address as your child?	This question expects you to select from one of the 2 options, as applicable: 1. Yes (if you reside at the same address of your child) 2. No (if you do NOT reside at the same address of your child)
Please enter your address	This will appear <u>only</u> if you select "No" in the previous question. It will ask you to specify the Parent/Guardian's current address if the address is different.
Your e-mail address	Parent/Guardian's email address for application related communications.
Confirm e-mail address	Confirmed Parent/Guardian's email address for application related communications. It is important to note that the email address

	mentioned here should match exactly as mentioned in the previous field.
Your contact number (mobile and landline (if available))	Parent/Guardian's contact number (mobile or landline) along with the applicable prefix or area code (For e.g. prefix 089, 087 etc. or area code 01, 062 etc.)

If you choose to add a second Parent/Guardian, the following information will be requested:

Requested Detail/Question	Description
Second Parent/Guardian First name	First/Given Name of the second Parent/Guardian.
Second Parent/Guardian Surname	Family Name/ Surname of the second Parent/Guardian.
Second Parent/Guardian relationship to your child	Relationship of the second Parent/Guardian applying for the child. You are required to select one from following options, as applicable: 1. Father 2. Step-Father 3. Mother 4. Step-Mother 5. Guardian 6. Grandfather 7. Grandmother
Mother's birth surname (if applicable)	If you select "Mother", this question will be asked.
Second Parent/Guardian e-mail address(optional)	Second Parent/Guardian's email address. This detail is optional and if provided, will be used to communicate application related communications only.

Does the second Parent/Guardian reside at the same address as the child?	This question expects you to select from one of the 2 options, as applicable: 1. Yes (if the second Parent/Guardian resides at the same address of your child) 2. No (if the second Parent/Guardian does not reside at the same address of your child)
Does the second Parent/Guardian reside at the same address as you?	This question expects you to select from one of the 2 options, as applicable: 1. Yes (if the second parent/guardian resides with you at the same address as yours.) 2. No (if the second parent/guardian doesn't reside with you at the same address as yours.)
Second Parent/Guardian home address	This question will appear only if you select "No" in the above-mentioned question. It will ask you to specify the second Parent/Guardian's current address if the address is different.

A.3 – Part 4

A.3.1 – Question 1

Requested Detail/Question	Description
Will you be applying for multiple children to start school this year (e.g. twins, triplets) in region _____?	Schools in the region (region as selected by you at the beginning in Part 1) will try to ensure offers are made to all siblings, so it

	is important you flag if this child has any siblings that will also start school at the same time as part of their application (but remember you must apply for each child separately!) Select the appropriate option as applicable: 1. Yes (if you are applying for multiple children in the same region) 2. No (if you are not applying for multiple children in the same region)
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A.3.2 – Question 2

Requested Detail/Question	Description
Does your child have any siblings currently enrolled in any of the schools being applied to?	Select the appropriate option as applicable: 1. Yes (if your child has siblings currently enrolled in the schools applied to) 2. No (if your child does not have siblings currently enrolled in the schools applied to)

If you selected 'Yes', the following information will be requested.

Requested Detail/Question	Description
Which school(s) they have siblings in?	All the applicable school(s) should be selected here. The list of schools will

	appear only as per the region selected in Part 1.
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A.3.3 – Question 3

Requested Detail/Question	Description
Does your child have any immediate family members (mother, father, grandparent or sibling) that previously enrolled in any of the schools being applied to?	This question asks if any immediate family members of your child, including mother, father, grandparent or sibling, were previously enrolled in any of the schools to which you are applying. Select the appropriate option as applicable: 1. Yes (if the child has an immediate family member that was previously enrolled in any of the schools being applied to.) 2. No (if the child does not have any immediate family members that were previously enrolled in any of the schools being applied to.)

If you selected 'Yes', the following information will be requested.

Requested Detail/Question	Description
Which school(s) did they attend previously?	All applicable school(s) where any of the child's immediate family member(s) were previously enrolled, should be selected here The list of schools will appear only for the region selected in Part 1.

Requested Detail/Question	Description
Please include the full name that would appear on their enrolment record	This question expects you to specify the full name that would appear on the family member's enrolment record. If the relative has since changed their name due to marriage, please state their family name rather than married name.
What is their relationship to your child?	This question expects you to choose from one of the options as applicable: 1. Parent/ Grandparent 2. Sibling
What year did they graduate?	This question expects you to specify the year they graduated, between 1950 and 2024.

A.3.4 – Question 4

Requested Detail/Question	Description
Are you or the child's other Parent/Guardian employed in any of the schools being applied to?	This question expects you to specify if either of the child's Parents/Guardians are employed in any of the school(s) being applied to. Select any one of the options as applicable: 1. Yes (if the child has a Parent/Guardian employed in any of the schools being applied to) 2. No (if the child does not have a Parent/Guardian employed in any of the schools being applied to)

If you selected 'Yes', the following information will be requested.

Requested Detail/Question	Description
Detail of employment in school(s)	For the selected region, this question asks for further employment information of the Parent/Guardian(s) if you have selected 'Yes' in previous question.

A.3.5 – Question 5

Requested Detail/Question	Description
Does your child currently attend a primary school in region _____ or its surrounding area?	For the selected region, this question asks whether your child is currently attending a primary school in that region or nearby. Select one of the options as applicable: 1. Yes (if your child does attend a primary school in the specified region) 2. No (if your child does not attend a primary school in the specified region)

If you selected 'Yes', the following information will be requested.

Requested Detail/Question	Description
Region _____ Primary Schools	Please select the school your child currently attends from the dropdown list, if the school is not on the list, you can enter it manually by selecting "Another School"

Appendix B – Timeline

