

DDLETB Centralised Applications Process

Joint Applications System for Balbriggan and Citywest Community Special Schools for admission 2026/2027

Completed applications will be accepted from: 08/05/2026

The closing date for applications is: 29/05/2026

Balbriggan Community Special School and Citywest Community Special School share a joint application process. Parents/Legal Guardians need to submit **one application only**, with a single set of supporting documents, either by email to admissionscss@ddletb.ie or by post to Admissions CSS, DDLETB, 1 Tuansgate, Belgard Square East, Tallaght, Dublin 24, D24X62W.

Each school has its **own admissions policy**, which may differ based on class groupings and catchment areas. Applications may be made centrally to schools both within and outside your local catchment area, in line with the relevant admissions policy.

If you are applying for a place in either school,

- Please ensure this form and all required documentation are submitted by the closing date stated in the school's Admissions Notice.
- Please note that for the purposes of admissions, these schools cater for children and young people with autism and complex needs, where complex needs are defined as a **moderate or severe/profound general learning disability only** or complex needs, where complex needs are defined as a **moderate or severe/profound general learning disability only**.

Please note that places are limited, and submitting an application does not guarantee a school place.

Applicant details: Print clearly

Child's First Name	
Child's Last Name	
Child's Gender	
Child's Date of Birth *	
Child's Age in Years and Months	
Child's PPS Number	
Home Address **	
Eircode	
Parent/Legal Guardian 1: Name	
Parent/Legal Guardian 1: Email	
Parent/Legal Guardian 1: Phone number	
Parent/Legal Guardian 2: Name	
Parent/Legal Guardian 2: Email	
Parent/Legal Guardian 2: Phone number	

*This information will assist in determining whether the student meets the admission requirements.

**The student's address will determine whether s/he resides in the catchment area. Please note that recent proof of address will be required in support of this. (Only registered utility bills for the address, dated within the last three months and in the name of the parent(s)/legal guardian(s) will be accepted.)

Each Applicant is responsible for:

- Reading and having regard to the admissions policy for the school to which they are applying.
- Ensuring that the application meets the criteria of the relevant school(s).
- Ensuring that the application is correctly completed. Failure to do so will result in the application deemed incomplete.
- Ensuring that all relevant documentation requested is provided by the closing date on the admissions notice.
- The admissions team will support parents with the administration of the applications at admissionscss@ddletb.ie

Please note:

Information provided in this application form will be received and retained by DDLETB and will be used to:

- Support schools and parents throughout the application process
- Inform planning for special classes in each of the respective schools

Current placement status of the applicant, (please tick box)			
Child attending an ECCE / preschool			<input type="checkbox"/>
Name of ECCE / preschool			
Child attending an autism specific preschool setting			<input type="checkbox"/>
Name of autism specific preschool setting			
Child attending a Mainstream class			<input type="checkbox"/>
Name of primary school		Class level in primary school	
Child attending a special class in a Mainstream school			<input type="checkbox"/>
Name of primary school			
Is your child attending Special school			<input type="checkbox"/>
Name of special school			
Child currently at home			<input type="checkbox"/>
Other. Please provide details			<input type="checkbox"/>

Application to special school(s)				
<p>Only schools listed below are part of this common applications system. See individual School Admissions Notice on www.ddletb.ie</p> <p>Before applying - please consider individual school admissions policies available on www.ddletb.ie to be sure which school would be right for your child.</p> <p>Consider carefully before applying e.g. <i>Have I marked the date of birth for my child? Does my child meet the designation of these schools which is for autism and complex needs with complex needs defined as a moderate to severe/profound general learning disability only or complex needs with complex needs defined as a moderate to severe/profound general learning disability only?</i></p>				
Please tick the school(s) to which you wish to apply				
School name	Address	Ethos	School website	Tick to apply
Balbriggan Community Special School	Balbriggan, Co. Dublin	Multi-denomination/ETB: Children aged 4 – 18, Moderate or Severe General Learning Disability & Autism	www.ddletb.ie	<input type="checkbox"/>
Citywest Community Special School	Citywest, Dublin 24	Multi-denominational ETB: Children aged 4 – 18, Moderate or Severe General Learning Disability & Autism	www.ddletb.ie	<input type="checkbox"/>

Student Code of Behaviour
<p>Please confirm that the Student Code of Behaviour is acceptable to you as a parent/legal guardian and you shall make all reasonable efforts to ensure compliance with same by the student if s/he secures a place in the school. Please note, that the Code of Behaviour can be found at www.ddletb.ie or from DDLETB head office, 1 Tuansgate, Belgard Square East, Tallaght, Dublin 24, D24X62W.</p>
<p>I _____ confirm that the Code of Behaviour for the school is acceptable to me as the student's parent/legal guardian and I shall make all reasonable efforts to ensure compliance by the student if s/he secures a place in the school.</p>

Have you included the following?	Included with application	
<p>To allow your application to be processed, all of the documents listed below must be included on or before the closing date. Please check carefully before submitting. Missing documents will result in the application being considered incomplete.</p>	yes	no

1. Birth Certificate (photocopy/scanned/soft copy will suffice)		
2. 2x Proof of address Please note proof of address – two distinct utility bills, dated within the last three months and in the name of the parent(s)/legal guardian(s)		
3. Professional Reports: please include all relevant professional report(s) containing the mandatory elements set out in the Admission Policy, which support this application including Diagnosis of Autism: DSM IV/V or ICD 10/11 (psychologist, psychiatrist, multi-disciplinary report)		
4. Letter of Eligibility from NCSE		

Important information

- All the information that you provide in this Application Form is taken in good faith. If it is found that any of the information is incorrect, misleading or incomplete, the application may be rendered invalid.
 - Please understand that it is your responsibility to inform the school of any change in contact information or circumstances relating to this application.
 - For information regarding how personal data is processed by the school and DDLETB please see below.
 - Please sign below to demonstrate that you have read and understand this information.
- _____ Date
- Parent/Legal Guardian 1
- _____ Date
- Parent/Legal Guardian 2

If you have any queries in relation to this form or require any assistance, please email admissionscss@ddletb.ie. Please note that completing this application does not guarantee a school place. Schools that are oversubscribed will compile a waiting list of students whose application to the school was unsuccessful. This waiting list will remain valid for the duration of the 2026/2027 school year and will be used to fill any vacancies that arise during that year.

This form and supporting documents should be emailed to admissionscss@ddletb.ie or posted to: Admissions CSS, DDLETB, 1 Tuansgate, Belgard Square East, Tallaght, Dublin 24, D24X62W.

<u>OFFICE USE ONLY</u>
Date Application Received:
Checked by:
Date entered on database:
Entered by:

Data Protection

The Boards of Management of Balbriggan Community Special School and Citywest Community Special School is a committee of DDLETB, 1 Tuansgate, Belgard Square East, Tallaght, Dublin 24, D24X62W which is a data controller under the General Data Protection Regulations and the Data Protection Acts 1988 - 2018. The Data Protection Officer for DDLETB can be contacted at dataprotection@ddletb.ie

The personal data supplied on this Application Form and the accompanying documentation sought is required for the purpose of:

- Verification of identity and date of birth;

- Verification and assessment of admission criteria;
- Allocation of teachers and resources to the school; and
- School administration,

all of which are tasks carried out pursuant to various statutory duties to which DDLETB is subject. The requirement to provide a birth certificate is in accordance with the Department of Education and Skills' Primary Circular 24/02, which require all primary schools to obtain and keep a copy of a student's birth certificate. The processing of the personal data supplied on this Application Form is therefore carried out in line with Articles 6(c) and 6(e) of the General Data Protection Regulation.

Failure to provide the requested information may result in the application being deemed invalid and an offer of a place may not be made.

The personal data disclosed in, or as part of, this Application Form may be communicated internally within DDLETB and externally with the NCSE and/or NEPS for the purpose of determining the applicability of the selection criteria and/or allocating places in special classes, and possibly with the patron or board of management of other schools in order to facilitate the efficient admission of students, pursuant to section 66(6) of the Education Act 1998 as inserted by section 9 of the (Admissions to Schools) Act 2018. It may also be shared with Túsla Education Support Services for the purpose of assisting the student with education and training opportunities, in line with section 28 of the Education (Welfare) Act 2000.

The personal data provided in this Application Form will be kept for 7 years from the date on which the student turns 18 years of age, unless there is a statutory requirement to retain some or all elements of the data for a further period or indefinitely, in line with DDLETB's Data Retention Policy, which can be found at www.ddletb.ie

A copy of the full DDLETB Data Protection Policy is available at www.ddletb.ie or from the DDLETB head office.

Any person who provides personal data through this Application Form has a right to request access to that data. S/he also has a right to request the changing of any information if it is factually incorrect. A request for erasure of the data can also be made by or on behalf of the data subject but this will only be acceded to where the data is no longer necessary for the purpose for which it was collected and where DDLETB does not have a legal basis for retaining it.

If you as a data subject have any complaints regarding the processing of your personal data, you have the right to lodge a complaint with the Data Protection Commission.