



Application for Transfer of a Pupil 2026/27

This form is to be used when a student has previously attended a Post Primary School (or equivalent) and wishes to enrol in St. Jarlath's College.

Name of Applicant:		
Proposed year of entry: (Please tick box beside the year)	1 st ☐ 2 nd . ☐ 3 rd . ☐	TY ☐ 5 th ☐ 6 th ☐

This application, when completed should be returned to the St Jarlath's College office and must be accompanied by:

1. A copy of the applicant's birth certificate (baptismal certificates are not accepted).
2. It is essential to include reports from at least the previous two years and to provide the name and telephone number of the principal of the previous school(s) attended.
3. Where a student has been the subject of disciplinary proceedings in another school including any procedures in accordance with legislation, all reports must be furnished with this application form.
4. Psychological assessment report if applicable.
5. Subject Exemption report if applicable.
6. Student Services Fund
7. Incomplete forms will not be processed. Forms will be dated from the time all required information has been received.

For Office Use Only

Application Received	☐
Birth Cert Checked	☐
Reports/Exemptions included	☐
Student services fund included	☐
Complete Incomplete	☐

School Stamp

Student Details

Surname		First name		Known as	
Home Address			Date of Birth		Gender
			P.P.S. No.		
			Home Tel. No.		
Eircode <i>Must be included</i>					
Country of Birth			Language normally spoken by the student at home <i>If it is English or Irish tick "Yes". If not tick "No".</i> Yes ☐ No ☐		
Medical Card (please circle) Yes No		Religion _____		Member of an ethnic group (please circle) Yes No Please Specify _____ <i>(For DES statistical or resource application purposes only)</i>	
Proposed mode of transport to school (please tick)					
School Bus ☐ Private bus ☐ Car ☐ Walk/Cycle ☐					

Current School Details

Name of present school	Address of present school
Please state clearly reasons for leaving current school:	Please list the subjects currently being studied: <u>(school reports must accompany this application form)</u>

Parent/Guardian Details		
Mother's Full Name	Maiden Name	Mother's Mobile Telephone No.
Mother's Email Address		Work Telephone No.
Father's Full Name		Father's Mobile Telephone No.
Father's Email Address		Work Telephone No.

Medical Details

Relevant confidential family information (parent deceased, separation, etc.)	
Doctor's Name	Doctor's Telephone No.
Doctor's Address	Medical Condition/s (if any)

Student Requirements		
Has your child any special requirements, e.g. learning, behavioural, emotional:	Yes	No
Please give details:		
Has your child been tested/assessed by an Educational Professional? (Please circle)	Yes	No
If yes, on what date did the test take place?		
Is your child in receipt of Learning Support/ SNA access?	Yes	No
Please give details:		

Irish Exemption	
Has your child received an exemption from Irish:	Yes No
Date of exemption	<u>A copy of the exemption must accompany this form.</u>

The Department of Education and Skills requests post-primary schools to furnish via the “Annual Post-Primary School October Returns/Examination Entries” process specific data which requires your written consent for the school to record this information and for the school to forward this information to the Department for the purposes as outlined in circular 47/2010 a copy of which is available at www.education.ie

I consent to information being shared/forwarded to the Department of Education and Skills and where appropriate with class teachers. Yes ☐ No ☐

I consent to information being collected from my child’s previous school in relation to their education Yes ☐ No ☐

I consent to screening/diagnostic tests being administered during my child’s time in school to help identify and support their learning needs Yes ☐ No ☐

Our school maintains a database of photographs from school events held over the years. It has become customary to take photos of students engaged in activities and events in the interest of creating a pictorial as well as historical record of life at the school. Photographs of students and in some cases including their name, may be published on our school website, app, on social media or in brochures, yearbooks, newsletters, local and national newspapers and similar school-related productions.

Consent is requested from each parent. Should the parent wish to have his/her child’s photograph removed from the school website, brochure, yearbooks, newsletters etc. at any time, we will duly comply on receipt of a written request to the school principal. Please note that any images/videos published by the school in yearbooks, newsletters, papers etc. up to this date, will remain in place based on previous consent given. No further images/videos will be published after the date of revocation.

I consent ☐ I do not consent ☐

The College offers a full Guidance and Counselling Service, if you do not wish for your child to participate in any aspect of the program please indicate below which aspects you do not wish him to receive over their time in St. Jarlath’s College.

I request that my child does not participate in;

Education Counselling	☐
Career counselling	☐
Personal Counselling	☐

Please tick here if you are happy to receive school correspondence by email.
(All efforts are being made to reduce paper usage).

☐

Declaration

I wish to enrol my child as a pupil at St. Jarlath's College.

I will read the relevant policies on school behaviour and discipline, grooming/ uniform, bullying and homework. School Policies are available on the school website.

I hereby undertake for myself and for my child to observe the rules and regulations of the school made or to be made.

Student's Signature	Date
Parent's/Guardian's Signature	Date

Enrolment Form Privacy Notice

Who is collecting the data

St. Jarlath's College
Bishop St, Tuam, Co. Galway.
T: (093) 24342
E: info@jarlaths.ie

This Privacy Notice governs the manner in which St. Jarlath's College collects, uses, maintains and discloses information collected using School Forms.

Personal Identifiable Information (School)

We collect personal identification information from students & prospective students in a variety of ways in connection with the delivery of education at our school. We will collect personal identification information from data subjects only if they voluntarily submit such information to us:

Student's Data (Lawful Basis: Public Interest, Consent, Legal Obligation):

- Name; Surname; Date of Birth; PPS Number; Address; Nationality; Birth Certificate; Medical Conditions; Programme Subjects & Courses Exemptions; Medium of learning Irish/English; Psychometric Testing Results (where applicable); Religion; Psychological Assessment Results (where applicable); Book Rental Scheme; Transportation Scheme;
- Parent / Guardian Name; Phone Number; Home address; Mobile Number; Emergency Contact Person & No., Email, Mothers Maiden Name; Family Members (current / past); Medical Card;
- Name, Address & Tel. No. of GP, Previous Educational History.
- Photos with classmates, tours, matches, awards etc.
- CCTV Images.
- Classroom based assessments and exam results;
- State Examination Results;

How we use collected information

We use your personal data for purposes including:

- your application for enrolment;
- to provide you with appropriate education and support;
- to monitor your academic progress;
- to care for your health and well-being;
- to care for our staff and students;
- to process grant applications, fees and scholarships;
- to coordinate, evaluate, fund and organise educational programmes;
- to comply with our legal obligations as an education body;
- to comply with our monitoring and reporting obligations to Government bodies;
- to process appeals, resolve disputes, and defend litigation etc.

How we protect your information

We adopt appropriate data collection, storage and processing practices and security measures to protect against unauthorized access, alteration, disclosure or destruction of your personal information.

How long do we keep your personal information?

We keep your personal information for a length of time as per our Retention Policy i.e. For students, this generally means we will retain data for up to 7 years after a student has left the school. After this time, your data will be destroyed by confidential shredding or deletion from our school's database. In certain circumstances we may retain your data longer, these circumstances and the retention period are outlined in St. Jarlath's College Data Protection Policy which is available to you on request.

Sharing your personal information

We do not sell or trade personal identification information to others. We may share your data with the State Examinations Commission, the Department of Education and Skills, NCSE, TUSLA, NDTI, An Garda Síochána, HSE, the Department of Social Protection, our Insurance Company, the Revenue Commissioners etc.

The sharing of student personal data and the nature of what is shared depends on various factors. The Government bodies to which we transfer personal data will use that data for their own purposes (including: to verify other information they already hold etc.) and they may aggregate it with other information they already hold about the data subject and the data subject's family. We also share your personal data with other third parties including our insurance company and other service providers (including External Psychologists, Speech Therapists, IT providers, security providers, legal advisors etc). We are legally required to provide certain records relating to the progress of a student (under 18 years) in his/her education to the student's parents/guardians, including results of examinations.

Your rights

You have a number of rights in relation to your personal information. These rights include the right to:

- request information regarding the personal data that we hold about you and the source(s) of that information. You can request a copy of any personal data we hold about you. This service is free of charge.
- request that we rectify without undue delay any inaccuracies in relation to the personal data we hold;
- in some circumstances, request the erasure of your personal data or object to the processing of your data;
- obtain restriction of processing in some circumstances;
- object to any processing in some circumstances;
- in some circumstances, request that your personal data be transferred to you or a new school if the data is processed automatically (Please note, that we retain only a copy of certain data collected from you. Furthermore we do not avail of systems that make automated decisions based on your data);
- if we are processing any data for which you have given consent, you may withdraw consent to us processing your personal data. This will not affect the processing already carried out with your consent; and
- lodge a complaint with a supervisory authority. In Ireland, this is the Office of the Data Protection Commissioner;

Any enquiries regarding the above rights or if you wish to exercise any of these rights or any other rights provided for in this Statement please contact us.