ST. MARY'S ACADEMY CBS CARLOW

Application Process for Transfer Enrolment into St. Mary's Academy CBS

Required Items:

1. Fully Completed, Signed and Dated Transfer Application Form - Please indicate which Year you wish to enrol your son in.
2. Photocopies of your son's two most recent School Reports & any State Exam Results.
3. Photocopy of your son's original State Birth Certificate.
4. 2 x Passport Photographs (please write your son's name on the back)
5. Photocopy of your son's Passport Photo Page and photocopy of any VISA Documentation (**Applies to International School Transfers only**).
6. Psychological Report (if applicable).
7. Official Letter of Exemption from Irish (if applicable).
8. Any other supporting documentation (if applicable).

APPLICATIONS WILL NOT BE PROCESSED UNLESS ALL SECTIONS OF THE APPLICATION FORM ARE FULLY COMPLETED AND ALL SUPPORTING DOCUMENTATION ATTACHED

INCOMPLETE APPLICATION FORMS CANNOT BE PROCESSED AND WILL BE RETURNED

YOU CAN POST YOUR COMPLETED APPLICATION FORM ALONG WITH ALL SUPPORTING DOCUMENTATION TO THE SCHOOL ADDRESS BELOW OR BRING IN PERSON TO THE SCHOOL OFFICE:

St. Mary's Academy CBS
Railway Road
Carlow
R93 DD88

St. Mary's Academy CBS
Application for Transfer Enrolment into 1st, 2nd, 3rd, 4th (TY), 5th & 6th Year

PLEASE ATTACH PASSPORT PHOTO

ALL SECTIONS OF THE APPLICATION FORM MUST BE FULLY COMPLETED BY ALL APPLICANTS AND ATTACH ANY REQUIRED SUPPORTING DOCUMENTATION

STUDENT PERSONAL DETAILS

PLEASE USE CAPITAL LETTERS

Year in which you wish to enrol your Son:		
First Name:	Surname:	
Date of Birth: (DD/MM/YYYY)	PPS Number:	
Address:		
	Eircode:	
Country of Birth:	Nationality:	First Language:

PARENT / GUARDIAN & EMERGENCY CONTACT DETAILS

PLEASE USE CAPITAL LETTERS

Mother / Guardian Details:		
First Name:	Surname:	Maiden Name:
Address:		
	Eircode:	
Email:		
Mobile No:	Home No:	Work No:

Father / Guardian Details:		
First Name:	Surname:	
Address: (If different from above)		
	Eircode:	
Email:		
Mobile No:	Home No:	Work No:

Please give details of any relevant information regarding access to, custody of and /or legal orders pertaining to your Son. Please advise if there are any legal reasons why a Parent should not be contacted by the School:

Please indicate Priority Contact for Student - To be used for Communications via Phone, Text & Email:
Full Name:
Mobile No:

If neither Parent / Guardian can be contacted please advise an alternative Emergency Contact:
Full Name:
Contact No:

EDUCATION DETAILS

PLEASE USE CAPITAL LETTERS
PLEASE BE ASSURED THAT ALL INFORMATION IS TREATED WITH THE STRICTEST CONFIDENCE

Name of Current School:	School Roll Number:

Irish Exemption: YES ☐ NO ☐ PLEASE TICK ONE — **Please attach a copy of your sons exemption**

Please provide details of any special educational needs, emotional or behavioural disorders your Son may have:
(Please attach any relevant documentation including any Psychological Reports)

Is your Son in receipt of any resource hours? Please provide details:

Is your son applying for a place in the ASD class?: **YES** ☐ **NO** ☐ The student must have a primary diagnosis of Autism/Autistic Spectrum Disorder, with a recommendation from a professional (Multi-disciplinary team) stating that a placement in a special class in a mainstream school is both necessary and suitable. **Please attach a copy of the recommendation documentation including any Psychological Reports**

Is **FATHER** a past-pupil of the school ? **YES** ☐ **NO** ☐

If **YES** please advise which **YEARS** he attended St Mary's Academy CBS: _____

Names of Brothers who are **CURRENTLY** attending St Mary's Academy CBS (Please include Base Class name):

_____

Names of Brothers who **PREVIOUSLY** attended St Mary's Academy CBS:

_____

MEDICAL DETAILS

PLEASE USE CAPITAL LETTERS
PLEASE BE ASSURED THAT ALL INFORMATION IS TREATED WITH THE STRICTEST CONFIDENCE

Parents / Guardians have a Medical Card: ☐ YES ☐ NO (PLEASE TICK ONE)	Medical Card No.:

Does your Son have any Medical Conditions, any Physical Disabilities or Allergies which the school needs to be made aware of:
(Please give details including any regular Medication taken and attach any relevant medical documentation)

Doctor's Name:	Doctor's Phone Number:

IMPORTANT INFORMATION / DECLARATION

Data Protection (please read carefully): The school is a Data Controller under the Data Protection Act 2018. Please see our full Privacy Notice on the next page which outlines how we use the data submitted on this form and throughout your son's time here at our school. **The school relies on parents / guardians to provide us with accurate and complete information and to update us in relation to any change in the information provided. You should contact the school should you wish to update or access your Son's personal data.**

School Media (please read carefully): The school maintains a database of photographs from school events. 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 may be published on our school website, app, on social media or in brochures, yearbooks, newsletters, local / 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, we will duly comply on receipt of a written request to the school principal. Do you consent? **Yes** ☐ **No** ☐ PLEASE TICK ONE

Declaration:

I/We hereby apply for a place in St. Mary's Academy CBS for my/our Son. I/We and my/our Son respect the Catholic ethos of the school and respect and understand the value system this entails. I/We accept the right of the school to impose sanctions for misconduct in accordance with the school's Code of Conduct. I/We undertake to support St. Mary's Academy CBS in the application of the school's Code of Conduct with regard to my/our Son. The School's Code of Conduct and Admissions Policy can be found on the school website **www.cbscarlow.net**

I/We enclose the following required items for the enrolment of our Son into _____Year of Academic Year _____ at St. Mary's Academy CBS:

1. Fully Completed, Signed & Dated Transfer Application Form ☐
2. Photocopies of your son's two most recent School Reports & State Exam Results ☐
3. Photocopy of your son's original State Birth Certificate ☐
4. 2 x Passport Photographs (with son's name on the back) ☐
5. Photocopy of your son's Passport Photo Page and photocopy of any VISA Documentation. ☐ **(Applies to International School Transfers only)**
6. Psychological Report (if applicable) ☐
7. Official Letter of Exemption from Irish (if applicable) ☐
8. Any other supporting documentation (if applicable) ☐

APPLICATIONS WILL NOT BE PROCESSED UNLESS ALL SECTIONS OF THE APPLICATION FORM ARE FULLY COMPLETED ALONG WITH ALL SUPPORTING DOCUMENTATION

Mother / Guardian's Signature: _____ **Date:** _____

Father / Guardian's Signature: _____ **Date:** _____

FOR OFFICE USE ONLY:

Date Application Form Received: _____

Student Support Subscription Paid: € _____ **Date Paid:** _____ **Receipt No:** _____

Signed on behalf of St Mary's Academy CBS: _____

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OPTIONAL SUBJECTS SELECTION

PLEASE INDICATE YOUR SON'S PREFEREED SUBJECT CHOICES BELOW.

IMPORTANT - PLEASE NOTE THAT THE OPTIONAL SUBJECTS YOUR SON CHOOSES BELOW CAN NOT BE GUARANTEED

JUNIOR CYCLE
1st, 2nd & 3rd Year Compulsory Subjects
Irish
English
Mathematics
History
Geography
Religious Education
Science (JC)
Civic, Social & Political Education
Social, Personal and Health Education
Physical Education

SENIOR CYCLE
5th & 6th Year Compulsory Subjects
Irish
English
Mathematics
Religious Education
Career Guidance
Relationship & Sexuality Education
Physical Education

1st, 2nd & 3rd Year Option Subjects	Please indicate preference
Choose one of the following options:	
French	
German	
Please Indicate your Son's Preferred Subjects	
in order of preference number 1 - 6	
Visual Art	
Business Studies	
Wood Technology	
Music	
Graphics	
Applied Technology	

5th & 6th Year Option Subjects	Please indicate preference
Please Indicate your Son's Preferred Subjects	
in order of preference number 1 - 17	
French	
German	
Accounting	
Business	
Economics	
Agricultural Science	
Biology	
Chemistry	
Physics	
LC Physical Education	
Construction Studies	
Design Communication & Graphics	
Technology	
Geography	
History	
Music	
Visual Art	

Student's Signature: _____ **Date:** _____

Mother / Guardian's Signature: _____ **Date:** _____

Father / Guardian's Signature: _____ **Date:** _____

Privacy Notice

Who is collecting the data
St. Mary's Academy CBS
Railway Road, Carlow, Co. Carlow.
T: 059 9142419
E: principal@cbscarlow.ie.

This Privacy Notice governs the manner in which St. Mary's Academy CBS 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. Mary's Academy CBS 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.