



APPLICATION TO TRANSFER TO PORTLAOISE COLLEGE

YEAR _____ COURSE _____

Note: The information provided on this form is confidential and will be retained, used and disclosed by Portlaoise College and centrally by Laois/Offaly Education & Training Board in line with the Data Protection Notice in Part 5.

Part 1 Family Details *(Required for school enrolment and parental contact purposes)*

1. Child's First Name/s		2. Child's Last Name												
3. Male/Female		4. Date of Birth <i>(attach copy of birth cert)</i>												
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D	D	--	M	M	--	Y	Y	Y	Y					
5. No. of children in family		6. Position of child in family												
7. Religion		8. Country of Birth												
9. Home Address		10. Childs PPS No.												
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1. <u>Parent/Guardian Details</u>		2. <u>Parent/Guardian Details</u>	
First Name		First Name	
Last Name		Last Name	
Maiden Name (Mother)			
Relationship to Child		Relationship to Child	
Address		Address	

Phone No. (Home)	Phone No. (Home)
Phone No. (Work)	Phone No. (Work)
Phone No. (Mobile)	Phone No. (Mobile)
Email Address	Email Address

Other Emergency Name and Contact Number

Name _____ Phone No. _____

Relationship to Child _____

Does the student have any brothers or sisters in this school?

Yes No

If yes please indicate names and the year they are currently in

Name _____ Year _____

Name _____ Year _____

Name _____ Year _____

Part 2 Educational Details *(Note: We may contact the school in connection with your child's enrolment)*

Present School _____

Principal's Name _____

Other schools attended	Dates
_____	_____
_____	_____

Has the student a psychological assessment? Yes No

Is the Psychological Report available? Yes No

Has the student been granted Resource Teaching Hours and/or Special Needs

Assistance hours by the NCSE?

Yes No

If you answered yes please give details

Category of Special Need _____

Has the student been in receipt of learning support? Yes **No**

If the answer is yes please give details _____

Please note

Irish is a compulsory subject for all students. Exemptions are only granted in exceptional cases.

Is the student currently studying Irish? Yes _____ **No** _____

If you answered no, please provide proof of the necessary exemption as required.

Note: It is the responsibility of the parent/guardian to include a copy of all relevant reports with completed application forms.

An offer of a place is subject to all relevant documentation being submitted to the school with this application form.

State Examination Results Exam _____ **Year** _____

(Please submit copies of most recent State Examination Results)

Subject	Level	Grade	Subject	Level	Grade

Part 3 Transfer Information

Has the applicant applied to transfer to any other school? Yes No

Please outline the reason(s) for application to transfer to this school

Is the applicant under investigation or part of an investigation by his/her current school? Yes No

If the answer is yes please give details

Subjects applicant is <u>currently</u> studying		Subjects applicant <u>wishes</u> to study if accepted	

Please note while every effort will be made to facilitate subject choices, it may not always be possible.

Part 4 Medical Details

(Required to ensure the school has an accurate record of medical conditions as well as your doctor's contact details in the event of a medical issue arising during school/VEC activities. Please note it may be necessary to disclose this information to staff)

1) Doctor's Name _____

2) Name of practice (if relevant) _____

3) Phone Number (Clinic) _____

4) Medical concern/information of relevance for student.

5) Procedures to follow (for a particular illness).

Part 5 (Privacy & Personal Data)

Personal Data on this Form

Laois/Offaly ETB is registered as a Data Controller under the Data Protection Acts 1988 and 2003. The personal data supplied on this application form is required for the purposes of student enrolment, registration, administration, child welfare and to fulfil our other legal obligations, including the election of parent/guardian representatives to the ETB under the Vocational Education (Amendment) Act 2001. Contact details will also be used to notify you of school/ETB events or activities. While the information provided will generally be treated as confidential to Laois/Offaly ETB, from time to time it may be necessary for us to exchange personal data on a confidential basis, where we are legally required to do so, with other bodies including the Department of Education & Skills, the Department of Social & Family Affairs, An Garda Síochána, the Health Service Executive, the National Educational Welfare Board or with another school (where the student is transferring). We rely on parents/guardians to provide us with accurate and complete information and to update us in relation to any change in the information provided. Should you wish to update or access your/your child's personal data you should write to the school Principal.

Data Protection Policy of Laois VEC

A copy of the full Data Protection Policy of Laois/Offaly ETB is available at www.laoisoffalyetb.ie or on request from The CEO, Laois/Offaly ETB, Admin Offices, Ridge Road, Portlaoise, Co. Laois.]

Photographs of Students

The school maintains a database of photographs of school events held over 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 may be published on our school website or in brochures, newsletters, local and national newspapers and similar school-related productions. In the case of website photographs, student names will not be recorded with the picture. If you or you child wish to have his/her photograph removed from the school website at any time you should write to the school Principal.

Consent

If you are happy to have your child's photograph taken as part of school activities and included in all such records tick here

Signed

(Parent/Guardian)

(Parent/Guardian)

Date

Part 6 (Contract)

Student

Name: _____

As a student in Portlaoise College I promise to abide by the Rules and Regulations of the school, in the interests of maintaining a positive learning environment.

I have read and I accept the Portlaoise College Code of Conduct

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

Parent (Contract and Consent)

In registering my above named child as a student in Portlaoise College:

I understand that this implies a full acceptance of the rules of the school as laid down from time to time by the Board of Management.

I will provide copies of recent psychological or other professional educational assessments to the school.

I understand that, while every effort will be made to ensure that my son/daughter will be facilitated in his/her subject choices, this may not always be possible.

As a partner in the education of my child, I recognise the need for me to do my utmost to support the work of the school.

By signing below, I am giving explicit consent for Portlaoise College to confirm, retain, use and disclose the information I have provided in accordance with the Laois/Offaly ETB Data Protection Policy (as summarised above). .

Parent/Guardian Signature(s): _____

Date: _____

CHECK LIST:

- | | |
|---|---------------|
| 1. Birth Certificate (Photocopy) | Yes/No |
| 2. Registration Fee of €50 – Lockers, Insurance, Journal
(Non-refundable other than if the school is not in a position to
offer student a place) | Yes/No |
| 3. 2 Passport Photos | Yes/No |
| 4. PPS Number | Yes/No |
| 5. Copy of all relevant reports i.e. school reports, State Exam results,
Psychological Report (if applicable), Irish Exemption (if
applicable) | Yes/No |
| 6. Mobile phone number for text messaging service | Yes/No |

Office use only:

Date of Interview

Members of Interview Board

Decision of Committee

Date
