

Other please specify:

Other Emergency Name and Contact Number:

Name: _____ **Telephone 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** _____

NOTE: If/when details – address/phone number etc. change, the school must be notified immediately.

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 currently studying		Subject applicant wishes to study if accepted	

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

Part 4. Previous School Details
 (Note: in order to assess your child’s application we must contact their present school, please complete Section 1. of the attached Student Enquiry form and return it with this form).

Present School _____

Principal’s Name _____

Other schools attended: _____ **Dates:** _____

State Examination Results (if any) Junior / Leaving Certificate Year _____

Subject	Level	Grade	Subject	Level	Grade

Part 5. Educational Details:

(Required for the assessment of individual educational needs. Please note it may be necessary to share these details with school staff on a confidential basis)

Please Note:

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

Exemption from studying Irish. Please select if any of the following criteria for the exemption from studying Irish are relevant to your child:

(a) Primary education up to 11 years of age was received in Northern Ireland or Outside Ireland:

(b) Pupils who have been assessed to (i) function intellectually at average or above average level but have a Specific Learning Disability of such a degree of severity that they fail to achieve expected levels of attainment in basic language skills in the mother tongue, or (ii) have been assessed as having a general learning disability due to serious intellectual impairment (i.e. mental handicap) and are also failing to attain adequate levels in basic language skills in the mother tongue or (iii) have a general learning disability due to serious sensory impairment, and are also failing to attain adequate levels in basic language skills in the mother tongue.

(c) Pupils from abroad, who have no understanding of English, when enrolled, would be required to study one language only, Irish or English.

In general/ any student who is granted an exemption will either:

(a) Be a non-national

Or

(b) Have a psychological assessment recommending exemption. This assessment will have been carried out within the last 3 years. The School will require a copy of this report before any exemption is granted.

Or

(c) Student lived outside of Ireland until 11 years of age

Is the student currently studying Irish? Yes No

If you answered no please indicate the reason (a, b or c above) and attach a copy of proof of exemption granted.

Has the student a psychological assessment? Yes No

Date of psychological assessment _____

Is the Psychological Report available? Yes No

(If Yes, please attach copy of the Psychological Report to Application Form)

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 _____

Has the student received EAL (*English as an Additional Language*) support?

Yes No If Yes how many years? _____

If a student is a non-Irish national please state how many years he/she has been resident in Ireland _____

To assist the school in completing returns to the Department of Education and Skills, please complete the form for the collection and return of student data by the school to the Department of Education and Skills as set out at APPENDIX A (2)

Completed? Yes

Part 5. Standardised Testing:

Standardised testing may be carried out for the purposes of Literacy / Numeracy progress, Reasonable Accommodation in State Examinations, assisting in referral to external agencies e.g. NEPS and for Career Guidance Information.

I / we hereby give Inver College permission to conduct standardised tests in Literacy, Numeracy, Career Guidance and other Subject Areas involving my child.

Yes No

Signed: _____
(Parent /Guardian)

(Parent / Guardian)

Date: _____

Part 6. 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/ETB activities. Please note it may be necessary to disclose this information to staff in certain circumstances.) If your child has a medical condition requiring the administration of medication during school time, please contact the Principal who will furnish you with a copy of the CMETB Policy and Procedure for the Administration of Medicines in schools.

1. Health concerns for child.

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

3. Doctor's Name (if contact is required in relation to the above health concern / illness or other medical issue: _____

4. Name of practice (if relevant) _____

5. Phone Number (Doctor/Practice) _____

6. Does the child require glasses? Yes No

7. Does the student have any hearing difficulties? Yes No

8. Any other medical concerns/information of relevance?

Part 7. (Data Protection)

A summary of the Data Protection Policy of Cavan and Monaghan ETB is set out below. This Data Protection Policy (together with such updates and amendments as may be made to same from time to time and circulated by Cavan and Monaghan ETB will apply during the student's time at Inver College.

Personal Data on this Form

Cavan and Monaghan ETB is 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 and student registration
- allocation of teachers and resources to the school
- determining a student's eligibility for additional leaning supports & transportation
- examinations
- school administration
- child welfare (including medical welfare)
- and to fulfil our other legal obligations

School Contacting You

Please confirm if you are happy for us to contact you by SMS/text message and to call you on the telephone numbers provided and to send you emails for all the purposes of:

- school concerts/events/sports
- parent teacher meetings
- to notify you of school closure (e.g. adverse weather conditions)
- to notify you of your child's non attendance or late attendance or any other issues relating to your child's conduct in school
- to communicate with you in relation to your child's social, emotional and educational progress and to contact you in the case of an emergency.

Tick box if "yes" you agree with these uses

Use you email address to alert you to these issues

Use your mobile phone number to send you SMS texts to alters you to these issues

Use your mobile phone / landline number to call you to alert you to these issues

Please note Inver College / Cavan and Monaghan ETB reserves the right to contact you in the case of an emergency relating to your child, regardless of whether you have given consent.

Transfer of Personal Data:

While the information provided will generally be treated as private to Inver College / Cavan and Monaghan ETB, and will be collected and used in compliance with the Data Protection Acts 1988 and 2003, from time to time it may be necessary for us to transfer your personal data to other bodies (including the Department of Education & Skills, the Department of Social Protection, An Garda Siochana, the Health Service Executive, Tusla (the Child and Family Agency) Social Workers or Medical Practitioners, the National Educational Welfare Board, The National Council for Special Education, any Special Needs Organiser, the National Educational Psychologist Service, or (where the student is transferring) to another school). Information provided on this form and supplementary documentation will be uploaded to the Post Primary Pupil Database (PPOD) and the school administration system. We rely on Parents/Guardians and students 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 Principal requesting an Access Request Form.

Data Protection Policy:

A copy of the full Data Protection Policy is available on the Cavan and Monaghan ETB website or from the Principal and you and your child should read it carefully. By signing below you are indicating that you consent to your data / your child's data being collected, processed and used in accordance with this Data Protection Policy during the course of their time as a student in the school. Where the student is over 18 years old, they will be asked to sign their consent to this.

Photographs and Digital Images of Students:

The school maintains a database of photographs and digital images (including videos) 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/digital images may be published on our school website or in brochures, yearbooks, newsletters, local and national newspapers and similar school-related productions. In the case of website photographs / digital images, student names will not appear on the website as a caption to the picture. If you or your child wish to have his/her photograph/digital image removed from the school website, brochure, yearbooks, newsletters etc. at any time, you should write to the school Principal.

Consent (tick only one)

1. If you are happy to have your child's photograph/digital image taken as part of school activities and included in all such records tick here
2. If you would prefer not to have your child's photograph/digital image taken and included in such records, please tick here
3. If you are happy for your child's photograph/digital image to be taken and included, as 1. above, but would prefer not to have images of your child appear on the school website, in school brochures, yearbooks, newsletters etc. please tick here

Signed _____
Parent/Guardian/Student (if over 18)

Date: _____

Part 8. (Contract)

Student

Name: _____

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

Student's Signature: _____ Date: _____

Parent (Contract and Consent)

In registering my above named child as a student in Inver 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 Inver College to confirm, retain, use and disclose the information I have provided in accordance with the Cavan and Monaghan ETB Data Protection Policy (as summarised above). .

Signed: _____
(Parent / Guardian) (Parent / Guardian)

Date: _____

All applications must be accompanied by:

- (a) copies of 2 most recent school reports
- (b) copies of any assessments(educational/psychological)
- (c) completed Student Enquiry form (separately appended)

Please note that any incomplete applications will not be processed. A copy of the school's Admission Policy is available on the school website or from the Principal.

NOTE: PARENTS OF STUDENTS WHO REQUIRE SCHOOL TRANSPORT ARE REMINDED TO CONTACT BUS EIREANN.

Office use only:

Date of Interview:

Members of Interview Board:

Decision of Board of Management:

Date:

Decision communicated to Parent / Guardian / Student over 18

Date:

Consent Form for Sensitive Personal Data for the School's October Return to the Department of Education and Skills

Certain sensitive personal data which the Department asks post-primary schools to furnish via the "Annual Post-Primary School October Return/Examination Entries" process requires your written consent for your child's school to record this information and for the school to forward this information to the Department for purposes as outlined in circular 0047/2010 a copy which is available at www.education.ie or on request from your child's school. **This information is useful to aid in the development of policy to promote social inclusion and for the provision of additional teaching hours for children who are members of the Traveller Community. You are not obliged to provide this information.**

Please note that the reference to "you" in this consent form means a Parent or a Guardian of a student, or a student aged 18 years and over who is attending a recognised post-primary school.

Please enter the following details in BLOCK CAPITALS

Name of School: Inver College, Carrickmacross, Co. Monaghan

Name of Parent/Guardian: _____

Name of Student: _____

Class year of student: _____

1. Where your child is enrolling for 1st Year do you or your child possess a Medical Card? (please CIRCLE the appropriate answer)

YES NO

2. Is your child a member of the Traveller Community *? (please CIRCLE the appropriate answer)

YES NO

** "Traveller Community" means the community of people who are commonly called Travellers and who are identified (both by themselves and others) as people with a shared history, culture and traditions including, historically, a nomadic way of life on the island of Ireland. Section 2(1) of the Equal Status Act, 2000*

Signed: _____
Parent/Guardian/Student

Date: _____

Please complete this form, **if you so choose**, and return to your post-primary school. This form will be retained by the post-primary school and will be made available for inspection by authorised officers of the Department or from the Office of the Data Protection Commissioner.