



# APPLICATION FORM

Note: The information provided on this form is confidential and will be retained, used and disclosed by Loreto Secondary School, Fermoy in line with data protection legislation.

When will your daughter start at Loreto? (Please circle appropriate answer)

Sept. 2018 | Sept. 2019 | Sept. 2020 | Sept. 2021 | Sept. 2022

## PART 1 - STUDENT & FAMILY DETAILS

Required for school enrolment and parental contact purposes and to ensure that the applicant meets the criteria of our Admissions Policy which is available at [www.loretofermoy.ie](http://www.loretofermoy.ie) or by request from the school office.

Daughter's First Name/s \_\_\_\_\_  
Preferred Name (if different to above) \_\_\_\_\_  
Daughter's Last Name/s \_\_\_\_\_  
Nationality \_\_\_\_\_  
Date of Birth (attach a copy of birth cert) \_\_\_\_\_  
Home Address \_\_\_\_\_  
Child's PPS No. \_\_\_\_\_

### Parent / Guardian 1

First Name \_\_\_\_\_  
Last Name \_\_\_\_\_  
Maiden Name (if relevant) \_\_\_\_\_  
Relationship to Child \_\_\_\_\_  
Address (include Eircode) \_\_\_\_\_  
Phone No. (Work) \_\_\_\_\_  
Phone No. (Mobile) \_\_\_\_\_  
Email Address \_\_\_\_\_

### Parent / Guardian 2

First Name \_\_\_\_\_  
Last Name \_\_\_\_\_  
Maiden Name (if relevant) \_\_\_\_\_  
Relationship to Child \_\_\_\_\_  
Address (include Eircode) \_\_\_\_\_  
Phone No. (Work) \_\_\_\_\_  
Phone No. (Mobile) \_\_\_\_\_  
Email Address \_\_\_\_\_

Does your daughter have any sisters in this school? Yes  No   
(Admin and correspondence purposes only)  
If yes, please indicate names and current year group  
Name \_\_\_\_\_ Year \_\_\_\_\_  
Name \_\_\_\_\_ Year \_\_\_\_\_  
Name \_\_\_\_\_ Year \_\_\_\_\_

### Emergency Name and Contact Details

Name \_\_\_\_\_  
Phone No. \_\_\_\_\_  
Relationship to Child \_\_\_\_\_

### Custody / Guardianship / Access

If there are any orders or other arrangements in place governing access to or custody of your daughter, please provide relevant details.

## PART 2 - PRIMARY SCHOOL DETAILS

Please note: we will contact the school in connection with your daughter's enrolment

Name of Primary School \_\_\_\_\_  
Other School attended and dates (if necessary) \_\_\_\_\_

### Consent

I/we give permission to contact my daughter's primary school (or other relevant school) and to obtain copies of teachers' records, class notes, academic records, psychological reports and other records necessary for my daughter's educational welfare and for aiding her transition to post-primary. I hereby give the school consent and do instruct and

direct that my daughter's primary school (or other relevant school) release these documents to Loreto Secondary School, Fermoy.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

## PART 3 - EDUCATIONAL DETAILS

Year Group into which you wish your daughter to enrol: (please tick)  
1<sup>st</sup>  2<sup>nd</sup>  3<sup>rd</sup>  TY  5<sup>th</sup>  6<sup>th</sup>

Required for the assessment of individual needs.  
Please note: Irish is a compulsory subject for all students.  
Exemptions are only granted by the DES in exceptional cases.

Is your daughter currently studying Irish? Yes  No   
If no, please indicate the reason \_\_\_\_\_  
Has your daughter had an educational report completed? Yes  No   
Is this report available? Yes  No

If yes please attach this report when submitting this application

Has your daughter availed of resource teaching hours from the NCSE? Yes  No   
Has your daughter had access to a Special Needs Assistant? Yes  No   
Have your daughter received learning support? Yes  No   
Has your daughter received English as an Additional Language (EAL) support? Yes  No

If you answered yes to any of the above questions, our Special Educational Needs Co-Ordinator will be in contact by phone to discuss your daughter's educational planning further.

If your daughter was born outside of Ireland, please state how many years she has been resident in Ireland. \_\_\_\_\_ years resident in Ireland.

To assist the school in completing October Returns, complete the "Consent Form for Sensitive Personal Data for the School's October Returns to the Department of Education and Skills" set out in the Appendix to this form. Completed? Yes  No

## PART 4 - MEDICAL / HEALTH DETAILS

Required to ensure the school has your doctor's contact details in order to contact a doctor in the event of a medical issue arising during school. Please note it may be necessary to disclose this information to staff.

Doctor's name: \_\_\_\_\_  
Phone number (Doctor / Practice): \_\_\_\_\_

Health concerns for your daughter: \_\_\_\_\_

Procedures to follow (in case of particular illness): \_\_\_\_\_

## PART 5 - PERMISSIONS

### Personal Data on this form

Loreto Secondary School, Fermoy 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
- Student registration
- Allocation of teachers and resources to the school
- Determining a student's eligibility for additional learning supports and transportation
- Examinations
- School administration
- Child welfare (including medical welfare)

### School contacting you

Please confirm if you are happy for us to contact you by SM/text message and to call you on the telephone numbers provided and to send you emails for all the purposes of: sports days; parent teacher meetings; school concerts/events; to notify you of school closure (e.g. where there are adverse weather conditions); to notify you of your daughter's non-attendance or late attendance or any other issues relating to your daughter's conduct in school; to communicate with you in relation to your daughter's social; emotional and educational progress and to contact you in case of emergency

### Tick (✓) box if 'yes' you agree with the following uses:

I give consent to:

- Use my email address to alert me re school matters
- Use my mobile phone number to send me SMS texts
- Use my mobile phone/land-line number to call me

*Please note: Loreto Secondary School, Fermoy reserves the right to contact you in the case of an emergency relating to your daughter, regardless of whether you have given your consent.*

While the information provided will generally be treated as private to Loreto Secondary School, Fermoy 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 Síochána, the Health Service Executive, Tusla (Child and Family Agency) social workers or medical practitioners, the National Educational Welfare Board, the National Council for Special Education, any Special Education needs Organiser, the national Education Psychological Service, or (where the student is transferring) to another school. 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.

### Photographs and Digital Images of Students

The school maintains a database of photographs and digital images (including video) of school events held over years. It has become customary to take photographs of students engaged in activities and events in the interest of creating a pictorial as well 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 daughter wish to have her photograph / digital image removed from the school website, school Twitter, brochure, yearbooks, newsletter etc. at any time, you should write to the school principal.

### Consent - tick (✓) one only

- I give consent for my daughter's photograph / digital image to be taken as part of school activities and used as referenced above *or*
- I **do not** give consent for my daughter's photograph / digital image to be taken as part of school activities

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

*Parent / Guardian / Student (where over 18)*

### Permission to travel on School trips / Outings / Excursions / Sports matches

- I hereby give permission for my daughter to participate in school outings. I understand that written permission will be sought for overnight stays.

I agree that my daughter be bound by the rules as laid down by the school authority on such trips. We have read the Code of Behaviour and will endeavour to ensure that my / our daughter complies with this code on all school outings.

Parent's Signature \_\_\_\_\_ Date: \_\_\_\_\_

Parent's Signature \_\_\_\_\_ Date: \_\_\_\_\_

## PART 6 - CONTRACT OF BEHAVIOUR AND LEARNING

### Student

Name (BLOCK CAPITALS): \_\_\_\_\_

As a student in Loreto Secondary School, Fermoy 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 accept the School Code of Behaviour.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Parent / Guardian (Contract and Consent)*

In registering my above named daughter as a student in Loreto Secondary School, Fermoy 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 daughter will be facilitated in her subject choices, this may not always be possible.

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

By signing below, I am giving full, explicit, and informed consent for Loreto Secondary School, Fermoy to confirm, retain, use and disclose the information I have provided in accordance with data protection legislation.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

*(Parent / Guardian)*

### Checklist

Parents / guardians are asked to submit the following with this completed application form:

- Photocopy of Birth Certificate (long or short form)
- Educational Psychologist/ Occupational Therapist/ Medical/ any other relevant report attached
- Voluntary Registration Contribution of €20

## PART 7 - DEPARTMENT OF EDUCATION ETHNICITY / CULTURAL BACKGROUND & MEDICAL CARD REQUEST

### Appendix

Consent Form for Sensitive Personal Data for the School's October Returns 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 Returns / Examination Entries" process requires your written consent for your daughter'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](http://www.education.ie) or on request from the school office. 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 post-primary school.

You may tick below if you wish to identify as any of the following DES categories for cultural/ ethnic backgrounds:

- Irish Traveller
- Roma
- Any other white background
- Black or Black Irish – African
- Black or Black Irish – other Black background
- Asian or Asian Irish – Chinese
- Asian or Asian Irish – any other Asian background
- Other (including mixed background)
- No consent

Do you or does your daughter possess a medical card?

(Please circle appropriate answer) Yes No

Is your daughter a member of the Traveller Community\*?

(please circle 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 \_\_\_\_\_ Date \_\_\_\_\_

*Parent / Guardian*

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.