



St Paul's Secondary School Greenhills, Dublin 12

Telephone No: 4505682 Fax: 4509071 Email: info@stpaulsg.ie
Charity No. 20145927

APPLICATION FORM – 2nd to 6th YEAR

Student's SURNAME: _____ First Name(s): _____

Date of Birth: _____ Student PPS No

Address: _____

Country of Birth: _____ Language spoken at home: _____

(If born abroad) Year of arrival in Ireland: _____ Religion: _____

Does the student study IRISH: Yes No (if **NO** - she **must** have an Official Exemption form)

Does the student have a medical card? Yes No

Father's Name: _____ Occupation: _____
Home Telephone No: _____ Work: _____ Mob: _____

Mother's Name: _____ Occupation: _____
Mother's Maiden Name: _____
Home Telephone No: _____ Work: _____ Mob: _____

Applicant is currently in? School Name: _____ Please tick appropriate box below:

1st Year 2nd Year 3rd Year 4th Year 5th Year

For which year are you applying? 2nd Year 3rd Year 4th Year 5th Year 6th Year

Does the student suffer from any illness/disability? (Please specify) _____

Signature of Parent(s)/Guardian(s): _____ Date: _____

Person(s) to whom all correspondence is to be addressed: _____

Please complete Part A of the **Form of Enquiry** accompanying this application form

(This application will only be processed on receipt of the **Form of Enquiry** from previous school)

**For Office
use only**

Application Form received on (Date): _____

Form of Enquiry received on (Date): _____



ST PAUL'S SECONDARY SCHOOL

GREENHILLS, DUBLIN 12

Telephone: 01- 4505682 Fax: 01 – 4509071. Email: info@stpaulsg.ie

School Transfer – Form of Enquiry

Part A

Part A should be completed by the Parents/Guardians and forwarded to the Principal of the school **from** which the applicant is seeking a transfer. (ie. present/ last school attended.)

Name of Applicant: _____

Date of Birth: _____

Name of Parent(s)/Guardian(s): _____

Address: _____

Name of Last School: _____

Address: _____

School Phone No: _____ School **Roll** No: _____

Subjects currently being studied

Please indicate the level H (Higher) O (Ordinary) or F (Foundation) as appropriate

Subject	Level: (H) (O) (F)

I/We give the Principal of _____ permission to complete the questionnaire in **Part B**.

Signature: _____ Date: _____
Parent/Guardian

Part B

To be completed by the Principal of school last attended.

Please comment on each of the following in relation to the above student's record.

Academic Progress: Excellent Good Fair Poor

Punctuality Record: Excellent Good Fair Poor

Attendance Record: Excellent Good Fair Poor

Disciplinary Record: Excellent Good Fair Poor

Was the student ever suspended? Yes No

If yes, please give details: _____

Please comment on the following:

Student's General Ability: _____

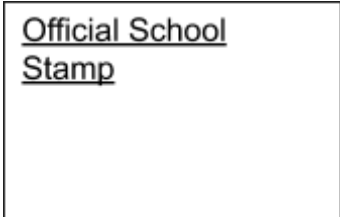
Is student eligible for Resources/Learning Support: Yes No

If yes, please give details: _____

General Comment: _____

Why in your opinion, is the student seeking to transfer to St Paul's Secondary School?

Signed: _____ Date: _____
(Principal)



Who is collecting the data
St. Paul's Secondary School
Limekiln Lane, Greenhills, Dublin 12.
T: 01 4505682
E: info@stpaulsg.ie

This Privacy Notice governs the manner in which St. Paul's Secondary School 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. Paul's Secondary School 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.