



# Sacred Heart Secondary School

*'Where Learning Continues to be an Adventure'*

## Application Form 2022 – 2023

- Applicants should read the school's Admission Policy, which is available on [www.sacredheartclonakilty.ie](http://www.sacredheartclonakilty.ie), prior to completing the application form.
- The information requested on the application form is required in order to process your application for admission to the school. The information provided by you will be treated confidentially and processed in line with the school's Admission Policy.
- Any personal data provided on this form will be used to:
  - (i) identify applicants.
  - (ii) process an application in line with the school's Admission Policy.
  - (iii) communicate with parents / guardians in respect of an application.
  - (iv) notify parents / guardians of the outcome of an application.
- The information will be retained for an appropriate period thereafter to address any potential queries arising from the application process, or added to the student's school file in the case of successful applicants.
- In accordance with section 66(6) of the Education Act 1998, as amended, personal data relating to applications for admission may be shared with the Board of Management of another school, or its patron, in order to facilitate the efficient admission of students. This information may include the date on which an application was received by the school, the date on which an offer was made, and the date on which an offer was accepted. Personal information concerning applicants may also be shared, including their name, address, date of birth and PPS number.
- Further information on the handling of your personal data, including how to exercise your rights under GDPR, is set out in the school's Data Protection Policy, which is available on <https://www.sacredheartclonakilty.ie/policies-surveys>.

Telephone: 023 883 3737

Web: [www.sacredheartclonakilty.ie](http://www.sacredheartclonakilty.ie)

E-mail: [admin@sacredheartclonakilty.ie](mailto:admin@sacredheartclonakilty.ie)

School App: SHSSCLON

## APPLICATION FORM FOR ADMISSION TO FIRST YEAR 2022/ 2023

***This is an application form for admission and does not constitute an offer of a place, implied or otherwise. Use of the word 'student' throughout this Application Form does not imply that the person on whose behalf this application is being made is regarded as a having been accepted as a student of Sacred Heart Secondary School***

Completed applications will be accepted from:	4 <sup>th</sup> November 2021
The closing date for receipt of applications is:	25 <sup>th</sup> November 2021
<b>All Application Forms and accompanying documentation should be sent to:</b>	<b>For office use only</b>
Sacred Heart Secondary School, Clonakilty, Co Cork.P85k651 Or Email to enrolment@sacredheartclonakilty.ie	Date received: ___/___/_____  School Stamp:

Please complete all sections of the following application using BLOCK CAPITALS

### SECTION 1 - PROSPECTIVE STUDENT DETAILS

*Details of the young person for whom this application is being made.*

<b>Full Name</b> (as per Birth Cert)							
<b>Known as:</b>							
<b>Student Address:</b>							
<b>Eircode:</b>							
<b>PPSN:</b>							
<b>Date of Birth:</b>	<b>Day</b>		<b>Month</b>		<b>Year</b>		
<b>Country of Birth</b>							
<b>Siblings in Sacred Heart</b>	Name(s)				Year(s)		
<b>Medical Card</b> Yes <input type="checkbox"/> No <input type="checkbox"/>	<b>Doctor's Name:</b>				<b>Doctor's Phone Number</b>		
<b>Medical Condition(s)</b>							

## SECTION 2 – DETAILS OF PARENT / GUARDIAN

*This section is NOT required to be completed where the student is over 18, unless she wishes the school to communicate with her parent / guardian about this application instead of directly with the student. The information is sought for the purposes of making contact about this application. If more than one name is given, but the address is the same, only one letter will issue and will be addressed to both individuals.*

	<b>Parent / Guardian 1</b>	<b>Parent / Guardian 2</b>
Name:		
Address:		
Telephone number:		
Email address:		
Relationship to student:		
Mother's Maiden Name		
<b>Parent's mobile number to be used for texting service</b>		
Names and telephone number of person to be contacted in the event that parents / guardians cannot be reached		
<b>Contact 1</b>	Name:	Telephone number:
<b>Contact 2</b>	Name:	Telephone number:

## DECLARATION BY PARENT/GUARDIAN

I / We hereby apply for a place in Sacred Heart Secondary School for my / our daughter.

I / We accept the Catholic Ethos of the school and respect and understand the value system it entails.

I / We accept the right of the school to impose sanctions for misconduct in accordance with the school's Code of Behaviour.

I / We undertake to support Sacred Heart in the application of the school's Code of Behaviour with regard to my / our daughter

<b>Student Name:</b>	<b>Parent / Guardian Name:</b>
<b>Signed Student:</b>	<b>Signed Parent/Guardian:</b>

### Section 3 - EDUCATION DETAILS

#### Primary Education

**Name of Primary School last attended:**

**Details of any other Primary Schools attended:** (Please provide details of any other primary schools attended including name, address and dates attended)

#### Consent to Contact Primary Schools

I/we give permission to contact my child's primary school and to obtain copies of the teachers' records, class notes, academic records, psychological reports and other records necessary for my child's educational welfare and for assisting in her transition from primary to post- primary school. I hereby give my consent and do instruct and direct my child's primary school to release these documents to Sacred Heart Secondary School

**Signed Parent/ Guardian**

**Date:**

#### Irish Exemption

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

**Has the student been granted an Irish Exemption?** Yes  No

**If Yes, Please State Reason For Exemption Being Granted**

#### Educational Needs

**Has the student had access to Resource teaching hours?** Yes  No

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

**Has the student availed of the services of a Special Needs Assistant (SNA)?** Yes  No

**Assessments** Has the student had an assessment in any of the following?

**Psychological** Yes  No

**Date:**

**Occupational** Yes  No

**Date:**

**Speech & Language** Yes  No

**Date:**

**Other (please specify)** Yes  No

**Date:**

**A copy of the Irish Exemption and /or a copy of Assessments must be provided to the school following an offer and acceptance of a place at Sacred Heart Secondary School.**

## Section 4 : CONSENT FORMS

(CONSENT IS OBTAINED AT ENROLMENT AND WILL BE DEEMED VALID FOR THE DURATION OF THE STUDENT'S TIME IN SACRED HEART)

### Consent for Standardised Testing

Standardised testing may be carried out in Sacred Heart Secondary School for the purposes of Literacy / Numeracy progress, Reasonable Accommodations in the State Examinations, assisting in referrals to NEPS and for Career Guidance information etc.

I / We give permission to Sacred Heart Secondary School to conduct standardised testing for the purposes of Literacy / Numeracy progress, Reasonable Accommodations in the State Examinations, assisting in referrals to NEPS and Career Guidance information.

**Signed Parent / Guardian**

**Date:**

### Internet Acceptable Use Policy

I have read and understand Sacred Heart Secondary School's ICT Acceptable Usage Policy and grant permission for my daughter to access the internet and to use ICT for educational purposes. A copy of the policy is available on our website ([www.sacredheartclonakilty.ie](http://www.sacredheartclonakilty.ie))

**Signed Parent / Guardian**

**Date:**

### RSE Policy

As part of the Social Personal and Health Education (SPHE) programme, all students are provided with a module on Relationships and Sexuality Education (RSE). This module is delivered in accordance with the syllabus guidelines from the DES by all SPHE teachers. Information on the RSE programme can be obtained from the website [www.sphe.ie](http://www.sphe.ie) or on the school's website. Parental consent is required for all students to participate in the RSE aspect of the programme.

*Please note that you have the right to withdraw consent at any time.*

*Please note that you have the right to opt-in and give consent at any time.*

*(This can be done by sending an email to the school [admin@sacredheartclonakilty.ie](mailto:admin@sacredheartclonakilty.ie))*

**Signed Parent / Guardian**

**Date:**

### Personal Data

Sacred Heart Secondary School is a data controller under the Data Protection Act 2018. The personal data supplied on this Enrolment 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),
- 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: 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 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, health, emotional and educational progress and to contact you in the case of an emergency.

Tick box if "yes" you agree with these uses

Use your email address to alert you to these issues?

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

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

Please note: Sacred Heart Secondary School reserves the right to contact you in case of an emergency relating to your child, regardless of whether you have given your consent.

While the information provided will generally be treated as private to Sacred Heart Secondary School, and will be collected and used in compliance with the Data Protection Act 2018, from time to time it may be necessary for us to transfer your personal data on a private basis to other bodies (including the Department of Education & Skills, the Department of Social Protection, An Garda Síochána, the Health Service Executive, Tusla (CFA), social workers or medical practitioners, the National Educational Welfare Board, the National Council for Special Education, any Special Education Needs Organiser, the National Educational Psychological Service, or to another school in the case of a transfer). 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 child's personal data, you should write to the school principal requesting an Access Request Form.

### **Data Protection Policy:**

A copy of the Data Protection Policy is available on the school's website ([www.sacredheartclonakilty.ie](http://www.sacredheartclonakilty.ie)). You and your child should read it carefully. When you apply for enrolment, you will be asked to sign 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.

### **Images of Students:**

The school maintains a database of images of school events held over the years. It has become customary to take images of students engaged in activities and events in the interest of creating a pictorial as well as historical record of life at the school. In our school, we may wish to publish photos, videos, voice recordings and exemplars of students' work and of students participating in school life and attending school events. Images may be published on our school website or in brochures, yearbooks, newsletters, local and national newspapers and similar school-related productions. If you or your child wish to have her photograph removed from the school website, brochure, yearbooks, newsletters etc. at any time, you should write to the school principal.

I/We give consent to having our daughters image taken as part of school activities and included in all such records, Yes  No

**Signed Parent/ Guardian**

(Student where over 18)

**Date:**

## Safety in the Science Laboratory

1. No bags allowed in labs.
2. Hair must be tied back at all times.
3. Always wear eye protection during practical work.
4. Never point a test tube which you are heating at anyone.
5. Always report accidents to your teacher.
6. Always read the labels on chemical containers carefully.
7. Never take chemicals or equipment out of the lab without permission.
8. Never, ever taste chemicals.
9. Never eat or drink in the lab.
10. Never run or rush about in the lab.
11. Always wash your hands after practical work.

I/We have read the Safety in the Science Laboratory rules and agree to abide by them:

**Signed Parent/ Guardian**

**Date**

**Signed Student**

**Date**

## Appendix A

Dear Parent/Guardian,

I am writing to you at the request of the Department of Education and Skills who are seeking the following information on the nationality, mother tongue and ethnic/cultural background of students who have been offered and accepted a place in post-primary schools for the coming year.

The Department requires this information for the purposes of statistical analysis and reporting in the areas of social inclusion and integration of students in the education system. The Department has also informed the schools that it has consulted with the Office of the Data Protection Commissioner in respect of the data they are now seeking to collect.

The Department has advised schools that it will only use this information in an aggregate format for the above purposes, i.e. not identifying individual students. Access by Department staff to any of this information is restricted to a small number of Department staff, not exceeding 15, who provide technical support to schools on the collection of this data or who work in the area dealing with statistical analysis. Further information on the purposes for which this data is required by the Department, and how it is managed and secured, is available in Departmental circular 0023/2016. A FAQ on the use of the data of post-primary students by the Department is also available. Copies of both of these documents may be found on [www.education.ie](http://www.education.ie) or on request from the school.

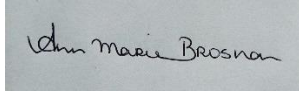
With the exception of the Central Statistics Office (CSO) the Department has informed schools that it will not share individual data on a student's nationality, mother tongue or ethnic / cultural background with any other body or person outside of the Department. The CSO may obtain the information provided to the Department under the Statistics Acts. The CSO manages the data so provided in a secure manner and to the same standards that operates for the National Census.

Please note that schools are empowered under legislation<sup>1</sup> to receive information on a student's nationality which they may in turn share with the Department. In order to collect details of mother tongue and share it with the Department, the school must obtain

the consent of the parent / guardian. In respect of the ethnic / cultural background of the student (because this is deemed sensitive and personal for data protection purposes) the school must first obtain the explicit written consent of the parent / guardian to collect this data and share it with the Department.

**Please complete the attached form and return it to the school.**

Yours sincerely,



Principal

1) Social Welfare (Consolidation) Act 2005 sections 262-266 and S.I. 317 of 2015 Social Welfare (Consolidated Claims, Payments and Control) (Amendment)(No. 4) (Sharing of Information) Regulation 2015.

2) Section 2 of Data Protection acts, 1988 and 2003

### **FORM for the collection & return of student data by the school to the Department of Education & Skills.**

**NAME OF STUDENT** \_\_\_\_\_

**Date of Birth of Student** \_\_\_\_\_

**Academic year which student is in: Enrolling for 1st Year 2022 – 2023**

**Q1: What is the student's NATIONALITY<sup>3</sup>:** \_\_\_\_\_ (Please use BLOCK CAPITALS)

**Q2: Is English or Irish the MOTHER TONGUE<sup>4</sup> of the student?** \_\_\_\_\_ (Answer YES or NO)

**IN RESPECT OF THE NEXT QUESTION YOU MAY OPT NOT TO PROVIDE AN ANSWER.**

**Q3: To which ethnic or cultural background does the above named student belong?**

Please tick only one category (these categories used are based on the Census)

1. White Irish
2. Irish Traveller
3. Roma
4. Any other white background
5. Black or Black Irish – African
6. Black or Black Irish – any other Black background
7. Asian or Asian Irish – Chinese
8. Asian or Asian Irish – Any other Asian background
9. Other including mixed background
10. No consent

Signed: \_\_\_\_\_ Print Name : \_\_\_\_\_

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

**Please return completed forms to the student's school**

**This form should be retained by the school for the duration of the student's enrolment and made available for inspection by an officer of the Department or the Office of the Data Protection Commissioner, if required.**

<sup>3</sup>NATIONALITY is the preferred nationality which the parent/guardian (or student, where of an age deemed competent to do), so provides. It is chosen regardless of whether the student is adopted or has dual nationality.

<sup>4</sup>MOTHER TONGUE is the language a child speaks as their first language.