

Woodbrook College, Bray, Co. Wicklow

Tel: 2822317; Email: info@woodbrookcollege.ie

Application Form for Transfer from another Second Level School Part A

To be completed by the Parent(s)/Guardian(s). When completed, this form along with the necessary supporting documentation outlined in appendix 1, should be given to the Principal of the school from which the transfer takes place. The Principal should then complete part B and return the entire form to The Principal, Woodbrook College, Bray, Co. Wicklow.

Pupil's Surname: _____

Pupil's Forename(s): _____

Pupil's PPS Number: _____

Pupil's Date of Birth: _____ **Birth Certificate Enclosed:** Yes No

Address: _____

Telephone: (Home) _____ **(Work)** _____

Mobile: (Mother) _____ **(Father)** _____

Email: _____

Present School: _____

Present Year: _____ **Principal:** _____

Year student wishes to enrol in: _____

Subjects currently being taken by applicant in their present school:

Father's Name: _____

Father's Occupation: _____

Mother's Name: _____

Mother's Maiden Name: _____

Mother's Occupation: _____

Parents Signatures: Father: _____

Mother: _____

Date: _____

This completed form should be accompanied by the following:

- 1) A copy of the applicant's Birth Certificate
- 2) One recent passport size photograph of the applicant

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Application Form for Transfer from another Second Level School Part B

To be completed by the Principal of the school from which the transfer takes place. Principal, after completing Part B, please return the entire form to The Principal, Woodbrook College, Woodbrook, Bray, Co. Wicklow.

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

Punctuality Record: Excellent Good Fair Poor

Attendance Record: Excellent Good Fair Poor

Disciplinary Record: Excellent Good Fair Poor

Was the student ever suspended? _____

If yes, please give details: _____

Was the student ever expelled or excluded from your school? _____

If yes, please give details: _____

Please comment on the student's:

General Ability: _____

Is applicant eligible for resources/learning support: _____

Please give details _____

Why in your opinion, is the student seeking to change school? _____

Any other comments in support of the applicant's request to transfer: _____

Signed: _____ (Principal) Date: _____

I/we the parents/guardians of the above named applicant consent to the Principal/School authorities of his/her previous school(s) to release appropriate and relevant information to the Principal of Woodbrook College pertaining to our child in the event that such a request for information is received.

Signed: _____ (Parent/guardian) Date: _____

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Additional Information

Please detail below any relevant illnesses or injuries which the student has suffered from in the past e.g. asthma, heart problems, diabetes, sight or hearing problems etc. Include also any allergies the student suffers from.

Has the student ever been in hospital? Yes No

If yes, please give full details: _____

Is the student on any form of medication? Yes No

If yes, please give full details: _____

If the student does not live at the address listed on the official application form, please give details of their guardian's names and address below.

Guardians Names: _____

Address: _____

Telephone: (Home) _____ (Work) _____

Mobile(s): _____ _____

Email: _____

Once you have received and accepted an offer of a place, you will be contacted to provide details of any special educational needs which your child may have. In order to ensure the necessary information is available in time, please ensure you have available the results of any assessments carried out as well as any psychological or other reports which may be relevant.

Appendix 1

Supporting Documentation

Woodbrook College will accept applications from students who wish to transfer from another school. Such applications should be made on the special transfer application form and in addition the following information must accompany the application:

- Full details of the applicant's secondary education to date including all schools attended and relevant dates
- A copy of the two most recent secondary school reports on headed school notepaper and signed by an authorised signatory e.g. Principal/ Year Head etc
- A character reference from the school Principal and the Year Head of the most recent secondary school attended by the applicant. This reference should include disclosure of any complaint involving the applicant which relates to physical violence, sexual impropriety or the misuse of drugs
- A copy of the applicants Junior Certificate results, where applicable
- Full details of any special educational needs of the applicant. Copies of any psychological reports, assessments or other relevant documents relating to the applicant must be enclosed
- Full details of any additional resource or special education needs hours allocated to the applicant in their previous schools.
- The reasons for the decision to change school

Criteria for Admission

In addition to the normal criteria stated in this policy, applications for transfer into St. Brendan's College will be subject to the following criteria:

- The availability of a place in a particular year group with reference to Department of Education guidelines on class sizes and the maximum number of students allowable in each year as determined by the Board of Management
- Whether the subject requirements of the applicant can be accommodated by the current school curriculum
- The applicants prior history of study in the subjects he/she wishes to pursue
- The best interest of the applicant
- The best interests of the school
- Any special educational needs of the student and the school's ability to satisfy these needs

Student Contract

Students applying to transfer to Woodbrook College from another second level school will be required to enter a three month contract. This contract is sanctioned by the Board of Management and deals with matters such as discipline, attendance and academic application. Adherence to the contract will be reviewed and, if necessary, the duration of the contract will be extended. In certain circumstances the school authorities may terminate the contract.

Transfer Students (after the start of the School Year)

The school does not normally accept applications for enrolment after September 30th except in exceptional circumstances. Such applications however are subject to the same criteria as apply to students wishing to transfer prior to the start of the school year.