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 (e.g. 2nd year/5th year etc): _____

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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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

The school maintains a database of photographs from school events held over the 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 may be published on our school website, app, on social media or in brochures, yearbooks, newsletters, local and national newspapers and similar school-related productions. Names may also appear in photos. Consent is requested from each parent and should the parent wish to have his/her child's photograph removed at any time, we will duly comply on receipt of a written request.

Do you consent? **Yes** ☐ **No** ☐

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

Transfer Students (prior to the start of the school year)

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 be provided in writing before the application can be considered:

- Full details of the applicant's secondary education to date including all schools attended and relevant dates
- A copy of the three 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 or Year Head or equivalent of the most recent secondary school attended by the applicant.
- A copy of the student's disciplinary record for the previous twelve months
- A copy of the applicant's 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 eligibility criteria stated earlier in this policy, applications for transfer into Woodbrook College will be subject to the following criteria:

- The availability of a place in a particular year group with reference to Department of Education and Skills 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 applicant's prior history of study in the subjects they wish 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.

Application for Transfer Form Privacy Notice

Who is collecting the data
Woodbrook College
Dublin Rd, Woodbrook Glen, Bray, Co. Wicklow.
T: (01) 282 2317
E: info@woodbrookcollege.ie

This Privacy Notice governs the manner in which Woodbrook College 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.
- Previous School Performance, Attendance, Punctuality, Examination Results etc.
- Passport Photo and 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 Woodbrook College 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.