



Transfer Application Form for Entry into higher years 20 __/20 __ (Please complete)

Woodbrook College
Dublin Road,
Bray,
Co. Wicklow
A98 AW64
Tel: (01) 2822317
Email:
info@woodbrookcollege.ie
Web:
www.woodbrookcollege.ie

Completed forms must be received by 1st June of the year they wish to join.

Applications received after 1st of June may be treated as late applications – please refer to our Admissions Policy www.woodbrookcollege.ie

Completion of this application does not guarantee admission.

The information requested on this form is required. The legal basis for the questions contained in this form is specified in our Admissions Policy. All of the information that you provide on this application will be treated confidentially and in line with the school's Data Protection Policy available on www.woodbrookcollege.ie

Thank you for taking the time to apply to Woodbrook College

For office use only: Date & time received & by whom (initials):

Please complete this form in BLOCK CAPITALS (Part A)

Student's Personal Details

Surname:	First name/s:
Address:	
Date of Birth:	Birth Certificate supplied: Yes <input type="checkbox"/> No <input type="checkbox"/>
Student's name as it appears on birth certificate:	

School that the student is currently attending:

School Name & Address: _____						
Tel No: _____ Roll No: _____						
You should be able to find this information. on your son's/daughter's School Journal or ask the school to tell you						
Please indicate what year is the application for:						
<input type="checkbox"/> 2 nd	<input type="checkbox"/> 3 rd	<input type="checkbox"/> 4 th	<input type="checkbox"/> 5 th	<input type="checkbox"/> 6 th	<input type="checkbox"/> LCA1	<input type="checkbox"/> LCA2

Parent /Guardian Details:

PLEASE ENSURE THAT YOU PROVIDE A WORKING EMAIL ADDRESS AND MOBILE PHONE NUMBER AS ALL COMMUNICATION WILL BE BY APP, EMAIL OR TEXT ONLY

Surname: _____	Surname: _____
First Name: _____	First Name: _____
Relationship to Student: _____	Relationship to Student: _____
Tel (home): _____	Tel (home): _____
Mobile Nr: _____	Mobile Nr: _____
Email Address: _____	Email Address: _____
Postal Address: _____	Postal Address: _____
_____	_____

Prior links with Woodbrook College (if any)	Name/s	Years attended
Has the applicant any brother/sister/s stepbrother/stepsisters currently in Woodbrook College?		
Has the applicant any brother/sister/s stepbrother/stepsisters as a past-pupil of Woodbrook College?		
Is the applicant's Father/Mother a past-pupil of Woodbrook College?		

<i>Please complete the following check list for your child's entry to Woodbrook College</i>		
PERSONAL DETAILS		
PPSN: _____	Nationality: _____	Country of birth: _____
Any medical conditions we need to be aware of? Yes <input type="checkbox"/> No <input type="checkbox"/>	Medical card holder: Yes <input type="checkbox"/> No <input type="checkbox"/>	Traveller Heritage: Yes <input type="checkbox"/> No <input type="checkbox"/>
A copy of an original birth certificate included. Yes <input type="checkbox"/> No <input type="checkbox"/> If no, please get a copy to the school as soon as possible.	Is your child known by another name other than the one on the application form? Yes <input type="checkbox"/> No <input type="checkbox"/>	Doctors name and contact details?

Is there information that we need to know about your child that should be made known to our Pastoral Care Team?

Yes ☐ No ☐

Does this child have other siblings that wish to come to Woodbrook in the future?

Yes ☐ No ☐

If yes, what year will they start in 1st year?

(Please note a separate application will be required for each child)

EDUCATIONAL NEEDS

Does your child have any special needs requirements:

Yes ☐ No ☐

Did your child have access to Learning Support in Primary/Secondary School:

Yes ☐ No ☐

Did your child have access to Resource Hours in Primary/Secondary School:

Yes ☐ No ☐

Does your child have an Irish Exemption:

Yes ☐ No ☐

Has your child had an assessment in any of the following: Psychological/Occupational/Speech/Other: Yes ☐ No ☐

If your child's Educational Passport is not sent from the Primary school, do we have permission to contact the primary school on your behalf? Yes ☐ No ☐

If the answer to any of these questions is "YES" then please provide copies of these documents for your child's school file as Woodbrook College cannot request information, other than Primary school passports on your child's behalf due to GDPR restrictions.

By accepting a place in Woodbrook College you and your child are undertaking to uphold and abide by all Policies, instructions and requests that are given by or on behalf of the school. We encourage you to review the current Policies on our website: www.woodbrookcollege.ie

Parental/Guardian Consent

The school maintain a database of photographs from school events held over the time you son/daughter will be in Woodbrook College. It has become customary to take photographs of students engaging in activities and events 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

☐

Signed: _____

What is the reason for wishing to move to Woodbrook College?

Application Form for Transfer 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: _____

Final checklist for completion of this form and criteria which Woodbrook College will use to assess the application

Place for
passport
photograph

Have you included the following:

- Term reports from your previous school that is within one academic year old
- A character reference from your current school
- A copy of state exams, where applicable
- Reports supporting your answers regarding Special Education Needs or assessments
- Copy of your Irish exemption, if applicable
- The reason for transfer request
- Passport photograph

Criteria for admission:

- The availability of places in a particular year group with reference to the Department of Education Skills guidelines on class sizes and the maximum number of students allowed in each year group as determined by the Board of Management.
- If applicant has a connection to Woodbrook College through siblings/parent who attending this school
- If the applicant is living in the catchment area
- Whether the student has made an application in previous years
- The calibre of other candidates that may have made applications
- Where the subject requirements of an applicant cannot be accommodated by the current school curriculum
- The applicant's prior history of study in the subjects they wish to pursue
- Any special educational needs of the student and the school's ability to satisfy these needs

PLEASE READ:

I/we confirm that all the information supplied is complete and correct. []

Signature/s of Parent/s or Guardian/s: _____ Date: _____

Any personal data provided on this form will be used to (i) identify a student and communicate with their parents/guardians (ii) process an application in line with the school's admissions criteria (iii) confirm the offer of a place where an application is successful. 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).