



PRESENTATION SECONDARY SCHOOL TRALEE

COURTESY FRIENDLINESS CO-OPERATION

First Year 2019

Personal data collected on this form will only be used for the purpose of student and school administration, organisation and facilitation but may be disclosed to appropriate agencies including the Department of Education and others where the school has a statutory obligation.

Closing Date for Receipt of Application Forms: 1pm Monday 5th November 2018

CANDIDATE FOR ADMISSION

(PLEASE COMPLETE IN BLOCK CAPITALS)

Surname: _____ Christian Name: _____

Address: _____

Date of Birth: _____ Name of present Primary School: _____

Sisters already in the school? Yes No Name(s): _____

Daughter of Staff member? Yes No Name(s): _____

Parent(s)/Guardian(s)

Legal Guardian 1

Legal Guardian 2

Full Name: _____ Full Name: _____

Address: _____ Address: _____

Daytime contact no: _____ Daytime contact no: _____

Mobile no: _____ Mobile no: _____

Relationship to Applicant: _____ Relationship to Applicant: _____

I/We the undersigned being the Parent(s)/Guardian(s) of the above named candidate, hereby apply for her admission to Presentation Secondary School, Tralee. I/We have read and understand the school's Admissions Policy and agree to respect the characteristic spirit of the school.

Signed: _____ Date: _____

Signed: _____ Date: _____

Only individual hand-delivered Application Forms will be accepted. Incomplete application forms will be returned. Parents/Guardians are requested not to post the Application form to the school.

For office use only

Date received: _____ Time Received: _____ Signed: _____



Application Form First Year 2019

Data Protection Statement

Personal Data on this Form:

Presentation Secondary School is a data controller under the Data Protection Acts, 1988 and 2003. The personal data supplied on this 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, 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: *Presentation 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.

School sending you direct marketing

Should we wish to send you emails/SMS text messages or call you or write to you at your home address to inform you of special offers or promotions by certain third parties involved in the supply of school stationery and school uniform supplies etc. Do you give your consent for us to do each of the following:

Tick box if "yes" you agree with these uses

Use your email address to alert you to these offers?

Use your mobile phone number to send you SMS texts in relation to these offers?

Use your mobile phone/landline number to call you in relation to these offers?

Use your address to send you written letters/brochures in relation to these offers?

While the information provided will generally be treated as private to *Presentation Secondary School, Tralee*, and will be collected and used in compliance with the Data Protection Acts 1988 and 2003, 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 (where the student is transferring) to another school). 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/your child's personal data, you should write to the school principal requesting an Access Request Form.

Data Protection Policy: A copy of the full Data Protection Policy is available online at prestralee.ie or on request from the school office, and 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.

Photographs of Students: The school maintains a database of photographs/video of school events held over years. It has become customary to take photos/videos of students engaged in activities and events in the interest of creating a pictorial/presentation as well as historical record of life at the school. Photographs/video may be published on our school website or in brochures, yearbooks, newsletters, local and national newspapers promotional video for Open Night and similar school-related productions. In the case of website photographs, student names will not appear on the website as a caption to the picture. If you or your child wish to have his/her photograph removed from the school website, brochure, yearbooks, newsletters etc. at any time, you should write to the school principal.

Consent (tick one only)

1. If you are happy to have your child's photograph/video taken as part of school activities and included in all such records, tick here
2. If you would prefer not to have your child's photograph/video taken and included in such records, please tick here
3. If you are happy for your child's photograph to be taken and included, as 1. above, but would prefer not to have images of your child appear on the school website, in school brochures, yearbooks, newsletters etc., please tick here

Signed:

Parent/Guardian/Student (where over 18)

Date:
