



Ardcoil Mhuire

Mackney, Ballinasloe, Co. Galway H53 CP40

I wish to apply for a place in Ardscoil Mhuire Ballinasloe for my daughter, commencing first year in September 2024

Please note that completing this form does not guarantee a place in Ardscoil Mhuire. Please see our Admissions Policy and Admissions Notice on our website for more information.

First Year Enrolment Application (September 2024)

Student Surname (as Birth Certificate):	Student Forename:
Address:	Date of Birth:
Eircode:	Parish:
PPS Number:	Current Primary School:
	Years Attended:
Nationality:	Religion:
Medical Card: Yes <input type="checkbox"/> No <input type="checkbox"/>	Traveller Status: Yes <input type="checkbox"/> No <input type="checkbox"/>
Number:	

Parent/ Guardian Details

Father's Full Name:	Mother's Full Name
	Mother's Maiden Name:
Address (if different from above):	Address (if different from above):
Mobile Number	Mobile Number:
Email Address (for correspondence):	Email Address (for correspondence):
Marital Status:	Marital Status:

Special Class Enrolment

The special classes in Ardscoil Mhuire teachers students who have one or more of the following special educational needs: (1) **Moderate Learning Need** (2) **Autism Spectrum Disorder**

(Please only complete this section if you are applying for a place in the special class)

Please confirm if this application is being made for:

Moderate Learning Need Special Class ONLY: The Special Class **or** the Mainstream Year Group
ASD Special Class ONLY: The Special Class **or** the Mainstream Year Group

Where the student is seeking a place in a special class, please provide details of the special educational needs of the student, including an education / Clinical Psychologist's Report:

Position in Family: _____

No. of Younger Sisters: _____

Names of sisters who are CURRENTLY attending Ardscoil Mhuire.

Name: _____

Year Group: _____

Name: _____

Year Group: _____

Name: _____

Year Group: _____

Names of sisters who PREVIOUSLY addended Ardscoil Mhuire:

Name: _____ Year Left: _____

Name: _____ Year Left: _____

Name: _____ Year Left: _____

Name and address of Family Doctor: _____

Health Concerns

If your child has any health concerns, please advise below:

Is MOTHER a Past-Pupil of the school. Yes No

If YES, please give the Years she attended Ardscoil Mhuire Ballinasloe: _____

Please give details of alternate contact in the case of an emergency if none of the above are contactable

Name:	Mobile Number:	Relationship to Student:

Additional Educational Needs

Please provide details if your daughter has any additional needs, learning support etc. Please provide details if she has had access to any of the following: SNA, Special Class, Resource Hours, Assistance with Behavioural Modification, Psychological Assessment, Help for a Specific Learning Difficulty, English as an Additional Language and/ or Exemptions from any subject.

Student Code of Behaviour

Please confirm that the Student Code of Behaviour is acceptable to you as a parent/ guardian and that you shall make all reasonable efforts to ensure compliance of same by the student if she secures a place in the school. Please note that the Code of Behaviour can be found at www.ardscoilmhuiire.com or by request from the school office.

I/ We _____ confirm that the Code of Behaviour for the school is acceptable to me as the student's Parent/ Guardian and I shall make all reasonable efforts to ensure compliance by the student if she secures a place in the school.

Signed: _____
Parent/ Guardian 1

Signed: _____
Parent Guardian 2

Completing an Application Form does not Guarantee a Place in the School.

The school maintains a database of photographs and video of school events held over years. It has become customary to take photos and video footage 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 and video footage may be published on our school website or in brochures, yearbooks, newsletters, local and national newspapers and similar school-related productions. Consent is requested from each parent when enrolling with the school.

I consent to my daughter's image being used for the above purposes: Yes No

I enclose a copy of my daughter's Birth Certificate: Yes No

Do you require public school transport? Yes No

Parents of students who require school transport are reminded to complete and return a school transport form online available from www.buseireann.ie

In signing this application form, I confirm that I have provided the correct information regarding my daughter's application.

Signed: _____
Parent / Guardian 1

Signed: _____
Parent / Guardian 2

Signed: _____
Student

If you provided a digital signature, please type name below as digital declaration.

Ardscoil Mhuire Enrolment Form Privacy Notice

Data Controller

Ardscoil Mhuire
Mackney, Ballinasloe, Co. Galway.
T: 090 964 2206
E: office@ardscoilmuire.ie

This Privacy Notice governs the manner in which Ardscoil Mhuire 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.
- 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 Ardscoil Mhuire's 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.

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. 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, consultants etc). In accordance with our Photography Policy we may share photographs & video on our school website, app, on social media or in brochures, yearbooks, newsletters, local and national newspapers and similar school-related productions.

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.

Office Use Only

Date Application Received:

Email / Paper Copy:

Checked By:

Date entered on School Database

Entered By: