



For office use only

Received:

Signature:

APPLICATION FORM FOR ADMISSION

This is an application form for admission and does not constitute an offer of a place, implied or otherwise.

Please complete all sections of the following application using **BLOCK CAPITALS**.

APPLICATION FOR:

CURRENT SCHOOL YEAR **NEXT SCHOOL YEAR**
Year: 1st 2nd 3rd TY 5th 6th

MAINSTREAM

SPECIAL ASD CLASS

If your child does not receive a place in ASD class, do you want to enrol her/him to MAINSTREAM CLASS? YES NO

Applicant to the special class must have a professional report with a diagnosis of Autistic Spectrum Disorder, diagnosed under (DSM-5), and a recommendation for a place in a special class for ASD. **This report must be submitted with the Application to Enrol or at the latest before the closing date.**

SECTION 1: PROSPECTIVE STUDENT DETAILS

Details of the prospective student for whom this application is being made.

First Name:	
Middle Name:	
Surname:	
Date of Birth:	
PPS no.:	
Address:	
Eircode:	

SECTION 2: PARENTS'/GUARDIANS' CONTACT DETAILS

Details of Parents/Guardians' of the prospective student for whom this application is being made.

	PARENT/GUARDIAN 1	PARENT/GUARDIAN 2
First Name:		
Surname:		
Address:		
Eircode:		
Telephone number:		
Email address:		
Relationship to prospective Student:		
Main telephone number to contact:		
Main email address to contact:		

I understand that it is my responsibility to inform the school of any change of address, telephone number(s), email address(s) or other relevant circumstances.

Signature of Parent/Guardian _____

SECTION 3: CODE OF BEHAVIOUR

By signing below, you acknowledge that you have read, understand and agree to the Terms included in Code of Behaviour of Mercy Secondary School Ballymahon. Code of Behaviour can be found at www.mercyballymahon.ie or copy can be requested from the school office.

Student	Parent/Guardian

	Date

SECTION 4: SELECTION CRITERIA FOR ADMISSION IN THE EVENT OF OVERSUBSCRIPTION

This information will assist in determining whether the prospective student meets the admission requirements in accordance with the order of priority as set out in section 6 of the Admission Policy for Mercy Ballymahon School. The Admission Policy can be found at www.mercyballymahon.ie or copy can be requested from the school office.

SECTION 4A: If the prospective student currently has any siblings in this school, please indicate their name(s) and current year(s) of study.

Name:		Year:	
Name:		Year:	
Name:		Year:	
Name:		Year:	
Name:		Year:	

SECTION 4B: If the prospective student had any siblings who previously attend this school, please indicate their name(s) and year(s) when finished school.

Name:		Year:	
Name:		Year:	
Name:		Year:	
Name:		Year:	

SECTION 4C: School currently attend by the prospective student.

School Name:	
School Address:	

I/We the undersigned being the Parent(s)/Guardian(s) of the above-named prospective student, hereby apply for her/his admission to the school. I/We have read and understand the school's Admissions Policy.

Parent/Guardian Signature

Date

All Application should be emailed to enrolment@mercyballymahon.ie

or posted to:
Mercy Secondary School
Ballymahon,
Co. Longford.
N39 P8C5

Enrolment Form Privacy Notice

Who is collecting the data – Data Controller

Mercy Secondary School
Ballymahon, Co. Longford, N39 P8C5.
T: 0906 432 267
E: info@mercyballymahon.ie

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 Mercy Secondary School 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.