

St Mary's C.B.S.
Borris Road,
Portlaoise,
Co Laois



Phone: 057 8635041
Fax: 057 8631177

Principal: Ms Maura Murphy
Deputy Principal: Mr Brian Thompson
Deputy Principal: Mr Cyril Mulligan

First Year Enrolment Application Form for School Year starting in September 2020

First Name(s): _____ Surname: _____

Date of Birth: _____ PPSN: _____

Address:

_____ Eircode: _____

Mother's Maiden Name: _____ Mother's Name: _____

Mother's Mobile: _____ Mother's Work No: _____

Father's Name: _____ Father's Mobile: _____

Father's Work No: _____ Home Phone: _____

Parents' Contact Email Address: _____

(Clearly Written)

1. What primary school did your son attend?	
2. How many years has he attended that primary school?	
3. Have you another son(s) currently in school in St. Mary's CBS?	YES / NO
4. If so, please state name(s) and year(s)	
5. Are you a staff member of St. Mary's CBS?	YES / NO

For Office
Use Only:

Time / Date Received:

Received By:

Application No: _____

School Stamp

Primary School Telephone No: _____ Roll No: _____

All correspondence to be addressed to:

Name: _____

Address: _____

Do you wish to have correspondence sent to another Parent / Guardian at a separate address? If so, please give details below:

Name: _____

Relationship to student: _____

Address: _____

The school uses text messaging to communicate with Parents/Guardians. When the school is sending text messages, messages should be sent to (Please tick one):

Fathers Mobile Only _____ Mothers Mobile Only _____ Both Mobiles _____

I understand that this application is made in accordance with the Admission Policy of St Mary's CBS.

I verify that the above information is true:

Signature of Parent(s) / Guardian(s): _____

Date: _____

***Please note**

The closing date for the return of completed Application Forms for entry into First Year for the 2020/21 school year is *Friday 18th October 2020, at 12 noon.*

All applications received after this date and time will be considered to be Late applications and will go onto a "Late List".

Please return the following information to the school with all completed Application Forms:

- Student's Birth Certificate (copy)
- 2 signed Passport Photographs

Applications will not be considered until all the relevant documentation and information has been submitted to St Mary's CBS.

Privacy Notice (effective 25th May 2018)

Who is collecting the data

St. Mary's CBS
Borris Road,
Portlaoise,
Co. Laois.
T: 057 863 5041

This Privacy Notice governs the manner in which St. Mary's CBS collects, uses, maintains and discloses information collected using the Application Form.

Personal Identifiable Information

We collect personal identification information from 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:

Processing Activity/Purpose	Type of Data	Lawful Basis for Processing
Student Data (Enrolment & Administration)	<ul style="list-style-type: none"> • Student Data incl. Name; Surname; Date of Birth; PPS Number; Address; Nationality; Country of Birth; Medical Conditions; Programme Subjects & Courses Exemptions; Medium of learning Irish/English; • 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 etc. • Classroom based assessments and exam results; • State Examination Results; 	Public Interest. Legal Obligation.
Provision of psychological services to students as a suitable and specific measure for the processing	<ul style="list-style-type: none"> • Psychological assessments and reports; 	Public Interest. Legal Obligation.

<p>of this data the Department (NEPS) will seek the explicit consent of the parent/guardian for the processing of the child's data related to his/her health.</p>		
<p>School Transport Schemes including specific transport provision for some students with special educational needs or medical conditions. Also transport arrangements for students residing in remote areas.</p>	<ul style="list-style-type: none"> • Transport requirements; • Bank or waiver details of the parent/guardian; • Location/route; • School contact details; 	<p>Public Interest. Legal Obligation.</p>

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 our deletion from our school's database.

In certain circumstances we may retain your data longer, these circumstances and the retention period are outlined in St. Mary's CBS Data Protection Policies.

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.

Sharing your personal information

We do not sell or trade personal identification information to others. We may share generic aggregated demographic information with the Department of Education from time to time.

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 Privacy Notice please contact us.