



**Checklist:**

- Completed Application Form
- PPS Number
- Copy of Birth Certificate
- Evidence of residential address (Original Utility Bill)
- Principal's Report
- Exam Reports

**Date application received:**

\_\_\_\_\_

**Return to:**

Ciarán Keegan  
Principal,  
Naas Community College,  
Craddockstown,  
Naas,  
Co.Kildare.

T: 045 888817

E: [naascc@kwetb.ie](mailto:naascc@kwetb.ie)

W: [www.naascc.ie](http://www.naascc.ie)



**Naas  
Community  
College**

**Application for Transfer  
Year: 2017/2018**

*(Block Capitals please)*

**Applicant's Name:** \_\_\_\_\_

**Address:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Current/Previous Secondary School:**

\_\_\_\_\_

**Transfer requested to (please state year):**

\_\_\_\_\_

**(1) STUDENT DETAILS**

STUDENT'S SURNAME: \_\_\_\_\_

STUDENT'S FIRST NAME: \_\_\_\_\_

MALE  FEMALE

PPS NUMBER: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_/\_\_\_\_/\_\_\_\_

NATIONALITY: \_\_\_\_\_

MOTHER TONGUE: ENGLISH  IRISH  OTHER  \_\_\_\_\_

ADDRESS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

LANDLINE NUMBER/MOBILE NUMBER: \_\_\_\_\_

NUMBER OF CHILDREN IN FAMILY: \_\_\_\_\_ POSITION IN FAMILY: \_\_\_\_\_

DOES THE STUDENT HAVE SIBLING WHO IS CURRENTLY ATTENDING NAAS

COMMUNITY COLLEGE? YES  NO

IF YES, NAME OF STUDENT \_\_\_\_\_ YEAR GROUP \_\_\_\_\_

**(2) FAMILY DETAILS**

MOTHER'S NAME: \_\_\_\_\_

FATHER'S NAME: \_\_\_\_\_

MOTHER'S MAIDEN NAME: \_\_\_\_\_ (mandatory)

CONTACT NUMBER FOR MOTHER: \_\_\_\_\_

CONTACT NUMBER FOR FATHER: \_\_\_\_\_

MOTHER'S EMAIL: \_\_\_\_\_

FATHER'S EMAIL: \_\_\_\_\_

**(3) CORRESPONDENCE ADDRESS (for school reports):**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SECOND ADDRESS (if applicable):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**(4) EMERGENCY CONTACT (if both parents/guardians are unavailable)**

CONTACT NAME: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

RELATIONSHIP TO STUDENT: \_\_\_\_\_

NAME OF FAMILY DOCTOR: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

MEDICAL CARD HOLDER: YES  NO  CARD NUMBER: \_\_\_\_\_

**(5) SUBJECTS**

Current Subjects:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Subjects student would like to study at Naas Community College:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**(6) Reasons for leaving current school:**

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**(7) Reasons for choosing Naas Community College:**

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## IMPORTANT INFORMATION:

- ADMINISTRATION CONTRIBUTION: €100 (cheques made payable to Kildare & Wicklow ETB). This includes 24 hour Personal Accident Insurance for school students/ School Journal/ locker/ photocopying/ administration/ paper etc.
- All applications must be accompanied with evidence of parent's/guardian's residence, i.e.: phone/gas/electricity bill in the name of the parents/guardians.
- All applications must be accompanied by a copy of the applicant's birth certificate.
- Closing date for receipt of completed Application Forms is Friday 27<sup>th</sup> October 2017. Late applications will only be considered if places are available after the enrolment process has been completed.
- Open Night for incoming students: Wednesday 4<sup>th</sup> October 2017
- Incoming assessment: Date to be Confirmed
- Please note: Completion of this Application Form and payment of the administrative contribution does not guarantee a place at this school for your son/daughter.
- Admission/Enrolment is subject to the approval of the Board of Management and subject to resources and the availability of places in the school.
- If your application is unsuccessful your administration contribution will be returned.
- Administration Contribution is not refundable if a place is accepted and not subsequently taken.

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## SIGNATURES:

I hereby declare that the information provided in this form is correct. I understand that the information supplied will be used for bona fide school business.

APPLICANT'S NAME: \_\_\_\_\_

PARENT/GUARDIAN: \_\_\_\_\_

Naas Community College  
Craddockstown,  
Naas,  
County Kildare



## Data Protection - Personal Data on this Form

KWETB is registered as a Data Controller under the Data Protection Acts 1988 and 2003.

The personal data supplied on this application form is required for the purposes of student enrolment, registration, administration, child welfare and to fulfil our other legal obligations.

Contact details will also be used to notify you of school/ETB events or activities. While the information provided will generally be treated as confidential to KWETB, from time to time it may be necessary for us to exchange personal data on a confidential basis with other bodies including the Department of Education & Skills, the Department of Social Protection, Department of Children & Youth Affairs, An Garda Síochána, the Health Service Executive, the National Educational Welfare Board or with another school (where the student is transferring). In this latter case your implied consent will be assumed to facilitate the student transferring.

We rely on parents/guardians 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.

### Photographs of Students

The school will maintain a database of photographs of school events held over years. It is customary to take photos 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 may be published on our school website or in brochures, newsletter, local and national newspapers and similar school-related productions. In the case of website photographs student names will not be recorded with the picture.

I agree that my child's photograph be included in such records: YES  NO

I agree that my child's photograph may be used on the school's website: YES  NO

I agree that my child's photograph may be taken for school administration: YES  NO

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_



## Administration of Assessment Instruments to Students

Dear Parent/Guardian and Student,

During your daughter's/son's education in Naas Community College, (s)he will have the opportunity to engage in a wide range of assessment activity as part of normal teaching and learning. Other specialist tests may also be administered to support your daughter's/son's educational development and learning as well as his/her career development. Such tests may include achievement, ability, diagnostic and interest tests.

The results of all such tests will be shared with parents and students. There may also be occasion to administer tests on an individual basis to your son/daughter to support his/her learning, progress and achievement. Such tests will only be administered following consultation with parents.

I enclose a Frequently Asked Questions (FAQ) information sheet which may address any additional questions you may have in relation to the above. In addition, the school's policy on the use of assessment instruments is available from the school's website [www.naascc.ie](http://www.naascc.ie).

If you would like to find out more please do not hesitate to contact the school. Please complete the Consent Form below.

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### Consent form

I, the parent/guardian of \_\_\_\_\_ give consent for assessment instruments to be administered to my son/daughter while he/she is a student in the school.

Name of parent/guardian: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## **FAQ Information Sheet for Parents/Guardians re: Administration of Assessment Instruments to Students**

### **Who will be involved in the administration of assessment instruments?**

Administration of assessment instruments will be undertaken by appropriately qualified school staff only, which in some instances will involve subject teachers, the school guidance counsellor and/or the learning support teacher (depending on the nature of the test).

### **How will the information be protected?**

The school will ensure that the information, in line with data protection requirements, is kept secure with access confined to designated school staff. In the case of electronic information this will be kept secure through password protection. Only designated school staff will have access to this password.

### **Who will be able to access the information and results?**

In order to ensure that your son/daughter receives an education that best supports his/her development, the information and results may be shared with your son/daughter's teachers in accordance with established test practice. This is to ensure that teaching approaches can be adapted to accommodate the different learning needs and styles of students. In addition, the guidance counsellor and the learning support teacher will have access to the information.

### **How long with the school retain the information?**

The school will retain the information until seven years after your son/daughter has left school. This is in line with data protection requirements.

### **Will we be informed of the results?**

All parents/guardians will be informed of the test scores achieved by their sons/daughters. The information will be presented in accordance with established test practice and in a format that is easily understood. Students will also receive feedback on how they did. This will be through a meeting with either the guidance counsellor/learning support teacher or the subject teacher who administered the test.



The Department has consulted with the Data Protection Commissioner in relation to the collection of individual pupil information for the Post Primary Online Database. Both religion and ethnic and cultural background are considered sensitive personal data categories under Data Protection legislation. Therefore, it is necessary for each pupil's parent/guardian to identify their child's religion and ethnic background, and to consent for this information to be transferred to the Department of Education and Skills. All other information held on PPOD was deemed by the Data Protection Commissioner as non-sensitive personal data.

**To which ethnic or cultural background group does your child belong? (please tick one)**

(Categories are taken from the Census of Population)

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> White Irish                | <input type="checkbox"/> Irish Traveller            | <input type="checkbox"/> Roma                           |
| <input type="checkbox"/> Any other White Background | <input type="checkbox"/> Black African              | <input type="checkbox"/> Any other Black Background     |
| <input type="checkbox"/> Chinese                    | <input type="checkbox"/> Any other Asian background | <input type="checkbox"/> Other (incl. mixed background) |
| <input type="checkbox"/> No consent                 |   |   |

**What is your child's religion?**

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Roman Catholic                    | <input type="checkbox"/> Church of Ireland (incl. Protestant) | <input type="checkbox"/> Presbyterian     |
| <input type="checkbox"/> Methodist, Wesleyan               | <input type="checkbox"/> Jewish                               | <input type="checkbox"/> Muslim (Islamic) |
| <input type="checkbox"/> Orthodox (Greek, Coptic, Russian) | <input type="checkbox"/> Apostolic or Pentecostal             | <input type="checkbox"/> Hindu            |
| <input type="checkbox"/> Buddhist                          | <input type="checkbox"/> Jehovah's Witness                    | <input type="checkbox"/> Lutheran         |
| <input type="checkbox"/> Atheist                           | <input type="checkbox"/> Baptist                              | <input type="checkbox"/> Agnostic         |
| <input type="checkbox"/> Other                             | <input type="checkbox"/> No Religion                          | <input type="checkbox"/> No Consent       |

*I consent for this information to be stored on the Post Primary Online Database (PPOD) and transferred to the Department of Education and Skills and any other Post Primary schools my child may transfer to during the course of their time in secondary school.*

Signed (Parent/Guardian): \_\_\_\_\_ Date: \_\_\_\_\_