



*Sancta Maria College,  
Louisburgh, Co. Mayo*

*Application Form  
2021 - 2022*

Applicants should read the school's Admission Policy, which is available on [www.sanctamaria.ie](http://www.sanctamaria.ie), prior to completing the application form.

- The information requested on the application form is required in order to process your application for admission to the school. The information provided by you will be treated confidentially and processed in line with the school's Admission Policy.
- Any personal data provided on this form will be used to:
  - (i) identify applicants.
  - (ii) process an application in line with the school's Admission Policy.
  - (iii) communicate with parents / guardians in respect of an application.
  - (iv) notify parents / guardians of the outcome of an application.
- The information will be retained for an appropriate period thereafter to address any potential queries arising from the application process, or added to the student's school file in the case of successful applicants.
- In accordance with section 66(6) of the Education Act 1998, as amended, personal data relating to applications for admission may be shared with the Board of Management of another school, or its patron, in order to facilitate the efficient admission of students. This information may include the date on which an application was received by the school, the date on which an offer was made, and the date on which an offer was accepted. Personal information concerning applicants may also be shared, including their name, address, date of birth and PPS number.
- Further information on the handling of your personal data, including how to exercise your rights under GDPR, is set out in the school's Data Protection Policy, which is available on [www.sanctamaria.ie](http://www.sanctamaria.ie)

**Telephone: 098 66342**

**Web: [www.sanctamaria.ie](http://www.sanctamaria.ie)**

**E-mail: [admissions@sanctamaria.ie](mailto:admissions@sanctamaria.ie)**



**Please complete all sections of the following application form in  
BLOCK CAPITALS**

## APPLICATION FOR ENROLMENT TO FIRST YEAR 2021 – 2022

This is an application form for admission and does not constitute an offer of a place, implied or otherwise. Use of the word 'student' throughout this Application Form does not imply that the person on whose behalf this application is being made is regarded as a having been accepted as a student of Sancta Maria College

Completed applications will be accepted from:	<b>10/12/2020</b>
The closing date for receipt of applications is:	<b>01/03/2021</b>
All Application Forms, Birth Cert and accompanying documentation should be submitted by post or in person to:	Admissions Sancta Maria College Louisburgh Co Mayo

### Section 1 Student Details


<b>Full Name (as per Birth Cert):</b>							
<b>Known as:</b>							
<b>Gender:</b>							
<b>Religion:</b>							
<b>Student Address:</b>							
<b>Eircode:</b>							
<b>PPSN:</b>							
<b>Date of Birth:</b>		<b>Day</b>		<b>Month</b>		<b>Year</b>	
<b>Nationality:</b>							
<b>Number of children in family:</b>		<b>Position in family (i.e. 1<sup>st</sup> 2<sup>nd</sup>)</b>					
<b>Siblings in Sancta Maria College</b>		<b>Name(s)</b>				<b>Year (s)</b>	
<b>Medical Card</b>		<b>Doctor's Name</b>				<b>Doctor's Phone Number</b>	
Yes                  No							
<b>Known medical conditions if any: (Please supply details)</b>							

## Section 2 Education Details

### Primary Education

Name of Primary School last attended:

Consent to Contact Primary Schools: I/we give permission to contact my child's primary school and to obtain copies of the teachers' records, class notes, academic records, psychological reports and other records necessary for my child's educational welfare and for assisting in their transition from primary to post-primary school. I hereby give my consent and do instruct and direct my child's primary school to release these documents to Sancta Maria College.

Signed Parent/ Guardian: 

Date:

### Irish Exemption

(Irish is a compulsory subject for all students. Exemptions are only granted in exceptional cases)

Has the student been granted an Irish Exemption?

Yes  No

If Yes, Please State Reason For Exemption Being Granted:

### Educational Needs

Has the student had access to Resource teaching hours?

Yes  No

Has the student been in receipt of learning support at Primary School?

Yes  No

Has the student availed of the services of a Special Needs Assistant (SNA)?

Yes  No

### Assessments Has the student had an assessment in any of the following?

Psychological

Yes  No

Date:

Occupational

Yes  No

Date:

Speech & Language

Yes  No

Date:

Other (please specify)

Yes  No

Date:

**A copy of the Irish Exemption and /or a copy of Assessments must be provided to the school following an offer and acceptance of a place at Sancta Maria College**

**Section 3  
Details of Parent/Guardian**

	Parent/Guardian 1	Parent/Guardian 2
<b>Name</b>		
<b>Address</b>		
<b>Telephone</b>		
<b>Email address</b>		
<b>Relationship to student</b>		
<b>Parents mobile number to be used for texting service</b>		
<b>Name and contact number of person to be contacted in the event that parents/guardians cannot be reached</b>		
<b>Name</b>		
<b>Telephone number</b>		
<p><b>Note: If there is any other information about your child/family, which may be relevant to teacher/school, please include it in the space below. The information on this page is only for professional reasons and will be treated with respect and confidentiality.</b></p>		

If any of the above information changes, we would appreciate if you would let us know at once.

## Section 4 CONSENT FORMS

Consent is obtained at enrolment and will be deemed valid for the duration of the student's time in Sancta Maria College

### Personal Data

Certain sensitive data which the Department requests post-primary schools to furnish via the "Annual Post-Primary School October Returns/Examination Entries" process requires your written consent for the school to record this information and for the school to forward this information to the Department for the purposes as outlined in circular 47/2010 a copy of which is available at [www.education.ie](http://www.education.ie)

I/We are aware and consent to this information being shared/forwarded to the Department of Education and Skills when requested and where appropriate with class teachers

Signed 


Date

### Images of Students

A photo of every child will be taken for the school administration system only and will not be used for any other purpose. This photo is not regarded as part of the database of images as follows.

The school maintains a database of images of school events held over the years. It has become customary to take images of students engaged in activities and events in the interest of creating a pictorial as well as historical record of life at the school. In our school, we may wish to publish photos, videos, voice recordings and exemplars of students' work and of students participating in school life and attending school events. Images may be published on our school website or in brochures, yearbooks, newsletters, local and national newspapers and similar school-related productions. If you or your child wish to have their photograph removed from the school website, brochure, yearbooks, newsletters etc. at any time, we will duly comply on receipt of a written request to the school principal.


I / We give consent to having our child's image taken as part of school activities and included in all such records.

Signed 

Date

### Permission to leave school during school breaks

I / We give consent to for our child to be allowed to leave the school at break times

Signed 

Date

### Permission to take part in extra-curricular activities

Students will take part in extracurricular activities throughout the year such as sports/workshops/musical etc. I/We give consent for my child to take part in these activities

Signed 

Date


### RSE Policy

As part of the Social Personal and Health Education (SPHE) programme, all students are provided with a module on Relationships and Sexuality Education (RSE). This module is delivered in accordance with the syllabus guidelines from the DES by all SPHE teachers. Information on the RSE programme can be obtained from the website [www.sphe.ie](http://www.sphe.ie). Parental consent is required for all students to participate in the RSE aspect of the programme.

*Please note that you have the right to withdraw consent at any time.*

*Please note that you have the right to opt-in and give consent at any time. (This can be done by sending an email to the school at [info@sanctamaria.ie](mailto:info@sanctamaria.ie)) A text will be issued to parents in advance of the RSE module taking place*

I/We consent to our child participating in this module.

Signed 

Date

**Section 5**  
**DECLARATION BY PARENT/GUARDIAN (s)**

I / We hereby apply for a place in Sancta Maria college for my/our child.

I / We accept the Catholic Ethos of the school and respect and understand the value system it entails.

I / We accept the right of the school to impose sanctions for misconduct in accordance with the school's Code of Behaviour.

I / We undertake to support Sancta Maria College in the application of the school's Code of Behaviour with regard to my / our child.

I/We have read and agree to abide by all school procedures, rules and policies as provided on the school website

**Student Name:**

**Parent / Guardian Name:**

**Signed Student:** ✍

**Signed Parent/Guardian:** ✍

**Completed Application Forms (page 2 to 6), Birth Cert (and any accompanying documentation if necessary) should be submitted by post or in person to:**

**Admissions**  
**Sancta Maria College**  
**Louisburgh**  
**Co Mayo**



## **Application Form Privacy Notice Sancta Maria College (Effective 25th May 2018)**

### **Who is collecting the data?**

Sancta Maria College  
Louisburgh, Co. Mayo.  
T: 098 66342  
E: info@sanctamaria.ie

This Privacy Notice governs the manner in which Sancta Maria College 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 Sancta Maria College 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 their 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.