

## APPLICATION FORM FOR ADMISSION TO VIRGINIA COLLEGE – 2020/2021

***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 Virginia College.***

|  |                               |
|--|-------------------------------|
| Completed applications will be accepted from:    | 1 <sup>st</sup> October 2019  |
| The closing date for receipt of applications is: | 25 <sup>th</sup> October 2019 |

| All Application Forms and accompanying documentation should be sent to: | For office use only                               |
|---|---|
| Virginia College,<br>Virginia,<br>Co Cavan                              | Date received:<br>____/____/____<br>School Stamp: |

**Please ensure you return the following documents to the school to complete the application:**

An original long birth-certificate (together with a copy)

**Please tick the Year Group the student is applying to enter:**

First Year                       Third Year                       Fifth Year  
 Second Year                       Transition Year                       Sixth Year

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

### SECTION 1 - PROSPECTIVE STUDENT DETAILS

*Details of the young person for whom this application is being made.*

**First Name:**

**Middle Name:**

**Surname:**

|                         |            |  |              |  |             |  |  |  |  |
|-------------------------|------------|--|--------------|--|-------------|--|--|--|--|
| <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>SECTION 2 – DETAILS OF PARENT/GUARDIAN</b>   |                            |                            |
|---|----------------------------|----------------------------|
| <p><i>This section is <b>NOT</b> required to be completed where the student is over 18, unless s/he wishes the school to communicate with his/her parent/guardian about this application instead of directly with the student. The information is sought for the purposes of making contact about this application. If more than one name is given but the address is the same, only one letter will issue and will be addressed to both individuals.</i></p> |                            |                            |
|   | <b>Parent / Guardian 1</b> | <b>Parent / Guardian 2</b> |
| <b>Prefix: (e.g. Mr. / Ms. / Ms. etc.)</b>  |                            |                            |
| <b>First Name:</b>  |                            |                            |
| <b>Surname:</b>   |                            |                            |
| <b>Address:</b>   |                            |                            |
|   |                            |                            |
|   |                            |                            |
|   |                            |                            |
|   |                            |                            |
| <b>Eircode:</b>   |                            |                            |
| <b>Telephone no.</b>  |                            |                            |
| <b>Email address:</b>   |                            |                            |
| <b>Relationship to student:</b>   |                            |                            |

### SECTION 3 – 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 s/he secures a place in the school. Please note that the Code of Behaviour can be found at [www.virginiacollege.ie](http://www.virginiacollege.ie) or from the school office.

I \_\_\_\_\_ 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 s/he secures a place in the school.

### SECTION 4 – RULES ON MINIMUM AGE FOR ENTRY INTO SECONDARY SCHOOL

Under section X of the Department of Education and Skills' Rules and Programme for Secondary Schools 2004/05, "A recognised pupil means a pupil who is not less than 12 years of age on the 1<sup>st</sup> day of January of the school year." Also, section V requires a Principal to obtain a "certified extract from" the "public register of births." Therefore, the school requires sight of the child's long-form birth certificate in order to assess whether s/he meets the requirement.

**Please tick the box to confirm that you enclose the child's original long-form birth certificate and a photocopy of same with this Application Form:**

I enclose the child's original long-form birth certificate and a copy of same with this Application Form. (The original will be returned to you.)

### SECTION 8 – SELECTION CRITERIA FOR ADMISSION IN THE EVENT OF OVERSUBSCRIPTION

*This information will assist in determining whether the student meets the admission requirements in accordance with the order of priority as set out in the applicable section of Part B of the Admission Policy for Virginia College*

**A. Please provide details of the primary school attended by the student.**

School name:

School address:

**B. If the student currently has any siblings in this school, please indicate their names and current year of study.**

**(i) Name:**

**Year:**

**(ii) Name:**

**Year:**

**(iii) Name:**

**Year:**

**(iv) Name:**

**Year:**

**C. If the student has previously had any siblings in this school, please indicate their names and years of attendance.**

**(i) Name:**

**Year(s):**

**(ii) Name:**

**Year(s):**

**IMPORTANT INFORMATION:**

- You are required to submit an original long birth-certificate (together with a copy)
- All of the information that you provide in this application form is taken in good faith. If it is found that any of the information is incorrect, misleading or incomplete, the application may be rendered invalid.
- Please understand that it your responsibility to inform the school of any change in contact information or circumstances relating to this application.
- For information regarding how your data is processed by the school and CMETB, please see overleaf.
- Please sign below to demonstrate that you have read and understood this information.

***NOTE:** Should the student receive a place in Virginia College, there is no guarantee that the student will be assigned his/her selected subject choice due to resource issues and/or restrictions on the numbers of students per class.*

\_\_\_\_\_  
(Parent / Guardian 1)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Parent / Guardian 2)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Student [where over 18])

\_\_\_\_\_  
(Date)

**OFFICE USE ONLY**

Date Application Received:

Checked by:

Date entered on School Database:

Entered by:

## DATA PROTECTION

The Board of Management of Virginia College is a committee of Cavan and Monaghan Education and Training Board (CMETB), Administration Centre, Market Street, Monaghan, H18 W449 which is a data controller under the General Data Protection Regulations and the Data Protection Acts 1988 - 2018. The Data Protection Officer for CMETB is Fiona Nugent and can be contacted at [dpo@cmetb.ie](mailto:dpo@cmetb.ie).

The personal data supplied on this Acceptance Form and accompanying documentation sought is required for the purpose of:

- Verification of identity;
- Allocation of teachers and resources to the school;
- School administration;
- Student enrolment & registration;
- Determining a student's eligibility for additional learning supports;
- Child welfare (including medical welfare) and
- Fulfilling our other legal obligations including the election of parent/guardian representatives to the ETB under the Education and Training Boards Act, 2013,

all of which are tasks carried out pursuant to various statutory duties to which CMETB is subject. The processing of the personal data supplied on this Application Form is therefore carried out in line with Article 6(c) of the General Data Protection Regulation.

Failure to provide the requested information may result in the withdrawal of an offer of a place in the school.

While the information provided will generally be treated as private to CMETB and will be collected and used in compliance with the Data Protection Acts 1988 – 2018, from time to time it may be necessary for us to transfer the personal data to other bodies (including the Department of Education & Skills, the Department of Social Protection, An Garda Síochána, the Health Service Executive, Tusla (CFA) social workers or medical practitioners, the National Educational Welfare Board, the National Council for Special Education, any Special Education Needs Organiser, the National Educational Psychological Service, or (where the student is transferring) to another school/centre). We also may communicate some of the data with the patron or board of management of other schools in order to facilitate the efficient admission of students, pursuant to section 66(6) of the Education Act 1998 as inserted by section 9 of the (Admissions to Schools) Act 2018. We rely on parents/guardians and students to provide us with accurate and complete information and to update us in relation to any change in the information provided.

The personal data provided in this Acceptance Form will be kept for 7 years from the date on which the student turns 18 years of age, unless there is a statutory requirement to retain some or all elements of the data for a further period or indefinitely, in line with CMETB's Data Retention Policy, which can be found at [www.cmetb.ie/data-protection/](http://www.cmetb.ie/data-protection/).

A copy of the full CMETB's Data Protection Policy is available at [www.cmetb.ie/data-protection/](http://www.cmetb.ie/data-protection/) or from the school office.

Any person who provides personal data through this Acceptance Form has a right to request access to that data. S/he also has a right to request the changing of any information if it is factually incorrect. A request for erasure of the data can also be made by or on behalf of the data subject but this will only be acceded to where the data is no longer necessary for the purpose for which it was collected and where CMETB does not have a legal basis for retaining it.

If you as a data subject have any complaints regarding the processing of your personal data, you have the right to lodge a complaint with the Data Protection Commission.