



LARGY COLLEGE

COLÁISTE LEARGA

Clones, Co. Monaghan, Ireland

PRINCIPAL: Ms Sharon Magennis **DEPUTY PRINCIPAL:** Mr Michael Killen
Telephone: 047-51132 **Email:** info@largy.ie **Website:** www.largy.ie

ACCEPTANCE FORM FOR ADMISSION – 2022/2023

<i>Failure to submit this Acceptance Form by the closing date below may result in the withdrawal of the offer of a place in Largy College.</i>	
Completed acceptance forms will be accepted from:	19/04/2022
THE CLOSING DATE FOR RECEIPT OF ACCEPTANCE FORMS IS:	03/05/2021

All Acceptance Forms, original long birth-certificate (together with a copy) and accompanying passport-sized photographs should be sent to:	For office use only
Largy College Analore Road Clones Co Monaghan	Date received: ____/____/____ School Stamp:

SECTION 2 – DETAILS OF PARENT/GUARDIAN/NEXT OF KIN

This information is sought for the purposes of making contact in the event of an emergency or in relation to school matters, e.g. meetings, closures etc.

	Parent/ Guardian /Next of Kin 1	Parent / Guardian/Next of Kin 2
Prefix: (e.g. Mr. / Ms. / Ms. etc.)		
First Name:		
Surname:		
Address:		
Eircode:		
Telephone no.		
Email address:		
Relationship to student:		

SECTION 2A – OTHER EMERGENCY CONTACT

Name:	
Relationship to student:	
Contact telephone number:	

SECTION 3 – APPLICATIONS TO OTHER SCHOOLS

Failure to complete this section may result in the offer of a place in Largy College being withdrawn, in accordance with the Education (Admission to Schools) Act 2018.

<i>Please tick as appropriate</i>	<i>Yes</i>	<i>No</i>	<i>If yes, you are required to provide details</i>
Is the student awaiting an offer of admission from another school(s)?			
Has the student accepted an offer of admission for another school(s)?			

SECTION 4 – EDUCATIONAL DETAILS

Required for the assessment of individual educational needs

Pursuant to sections 20 and 28 of the Education (Welfare) Act 2000, the school may also receive educational records of the student from a school(s) previously attended by the student.

Additional Educational Needs

Does the student have additional needs?	Yes		No	
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If yes, tick which of the following describes those needs. Tick all that apply.

Physical Disability		Moderate General Learning Disability	
Hearing Impairment		Severe/Profound General Learning Disability	
Visual Impairment		Autism/Autistic Spectrum Disorder	
Emotional/Behavioural difficulty/disturbance (e.g. ADD, ADHD, SEBD)		Specific Learning Disability (e.g. dyslexia, dyscalculia, dyspraxia)	
Severe Emotional/Behavioural Disorder/Disturbance		Specific Speech and Language Disorder	
Borderline Mild General Learning Disability		Multiple Disabilities (tick relevant low incidence disabilities)	
Medical Condition		English as an Additional Language	

Other:

Briefly describe the nature of any of the needs ticked above.

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Does the student have a support file?	Yes		No	
If yes, is a copy of the support file being sent with this form?	Yes		No	
What level of support is the student currently receiving? (Please tick)	<i>Class Support (Support for All)</i>			
	<i>School Support (Support for Some)</i>			
	<i>School Support + (Support for Few)</i>			
Does the student have a personal pupil plan (PPP)?	Yes		No	
If yes, is a copy of the PPP being sent with this form?	Yes		No	
Does the student have access to an SNA?	Yes		No	
If yes, please describe the nature of access (toileting etc.)				
Has the student had access to an SNA in the past? If yes, please list dates and nature of access.				
Does the student require any additional supports and/or any environmental adaptations such as adapted furniture, ramps, hoists, assistive technology etc.?				
Irish Language Information				
Is the student currently studying Irish?	Yes		No	
If you answered no, please outline the reason why e.g. exemption:				

SECTION 5 - MEDICAL DETAILS

The following information is requested in the event of a medical issue arising during school activities. Please note it may be necessary to disclose this information to staff in certain circumstances in the vital interest of the student.

<i>Please tick as appropriate</i>	<i>Yes</i>	<i>No</i>	<i>If yes, please provide details</i>
Does the student have allergies?			
Does s/he suffer from any medical condition that we should know about? For example, asthma, diabetes, epilepsy, etc.			
Is the student on long term medication of which the school needs to be aware?			
Does s/he suffer from any medical condition that may necessitate the administration of emergency medicine/treatment on the school premises?			
Has the student ever been referred to any outside agency? (i.e. Psychologist, Speech & Language Therapist, Occupational Therapist, Social Worker, etc.) If so, please provide copies of these reports to the school.			

Please list details of any serious medical/health concerns for the student of which the school should be aware.

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Doctor's Name:

Contact Details:

CONTACT FROM THE SCHOOL

Please be advised that as part of the school's duties and responsibilities under relevant education legislation, upon the student's enrolment in the school, the school may contact parents/guardians/students in relation to the below:

- Educational progress of the student
- Sports days
- Parent-teacher meetings
- School concerts/events
- School closure (*e.g.* where there are adverse weather conditions)
- Student's non-attendance or late attendance
- Student's conduct in school
- Student's social and emotional progress
- Any medical or other issue in the vital interest of the student

IMPORTANT INFORMATION:

- **For the purposes of identification, you are required to submit an original long birth-certificate (together with a copy) and two identical passport-sized photographs of the student when returning this Acceptance Form.**
- **Please understand that it your responsibility to inform the school of any change in contact information or circumstances relating to the student's application to the school.**
- **Where the student is exempt from studying Irish, you may transmit any relevant documentation in your possession.**
- **Where the student has a special educational need, you may transmit any relevant documentation which you believe the school may need to best provide education to the student.**
- **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.**

(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 Largy College is a committee of Cavan and Monaghan ETB, Administration Centre, Market Street, Monaghan 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.

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.

A copy of the full CMETB Data Protection Policy is available at www.cmetb.ie 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.



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PHOTOGRAPHIC & VIDEOGRAPHIC IMAGE CONSENT FORM

Photographs and videos are stimulating forms of media which can motivate and inspire students. Research has shown that using such forms of media in education can help encourage creativity, motivation, as well as improve communication and team-working skills.

Largy College asks that parent(s)/guardian(s) consent to their son/daughter being featured in photographic and videographic promotional material if their son/daughter is under 18 years of age. Where a student is 18 or older, he/she is capable giving such consent. This form is requesting that consent be given for each use of photo or video footage. If such consent is given, the following procedures will apply with regard to taking photographs or video footage of students in Largy College:

- 1) Staff will be aware of possible Child Protection issues when taking photographs of students and in relation to where these photographs are used.
- 2) Pupils may be identified in these publications in recognition of their participation in events/activities, except where the publication is online.
- 3) Students in photographs or videos published on the CMETB and/or Largy College website will not be named or identified in any way other than by group *e.g.* finalist basketball team.
- 4) Consent to the processing of a photo and/or video can be withdrawn at any time by filling out a Consent Withdrawal Form which is available from the Principal and submitting it to the school or directly to the CMETB Data Protection Officer at dpo@cmetb.ie. If you chose to withdraw your consent, the school will no longer use your photographic or videographic image for the purposes set out below. However, processing already carried out may not be able to be redacted *e.g.* if a photograph is published in a newspaper already printed or a past yearbook *etc.*

I _____ [*signature of Parent/Guardian/Student over 18 years*] **consent** that photos and video footage of _____ [*student's name here*] may be taken and used by or on behalf of [insert school's name] to promote its activities (currently and in the future) in the following circumstances; as selected by me:

Photographic Image and/or Videographic footage of the student for the purpose of:		
<i>Please tick as appropriate</i>	Yes	No
On Largy College website, and/or the CMETB website, social media and any other online publication associated with CMETB schools/centres/programmes/services.		

<p>Given to third parties, with the student's name, for the purpose of being used in print media <i>e.g.</i> newspapers, magazines, brochures/leaflets, posters, prospectus, reports books and other similar publications, <i>e.g.</i> a student attaining top results in the Leaving Certificate or a soccer team winning a competition.</p>		
<p>Displayed within the school and including the student's name <i>e.g.</i> an image of a student awarded 'Student of the Year' with his/her name below.</p>		
<p>In school yearbooks with the student's name also used.</p>		
<p>For promotional purposes related to the school <i>e.g.</i> school prospectus or video of school production.</p>		

In circumstances not listed above where the student's photos or videos are sought, your consent as a parent/guardian/student over 18 years will be requested separately at a later date.

Student's Name (IN BLOCK CAPITALS): _____

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

[where student is under 18 years]

Date:



CONSENT FORM Pupil Information required for Post Primary Online Database

The Department of Education has developed an electronic database of post primary school pupils called the Post Primary Online Database (PPOD) which involves schools maintaining and returning data on pupils to the Department at individual pupil level on a live system. The database allows the Department to validate school enrolment returns for grant payment and teacher allocation purposes and for statistical reporting. It also provides information to the State Examinations Commission on exam students for both Junior Cert and Leaving Cert and details of their subjects and levels.

The database will hold data on all post primary school pupils including their PPSN, First Name, Surname, Name as per Birth Certificate, Mother's Birth Surname, Address (including Eircode), Date of Birth, Gender, Nationality, whether the pupil is in receipt of an Exemption from Irish and if so the reason for same.

The database will also contain, on an optional basis, information on their ethnic or cultural background and whether one of the pupil's mother tongues is English or Irish.

In order to assist with the gathering of data please complete this form in CAPITAL LETTERS and return to the school. The second page of this form will be retained by the school.

Pupil Forename: _____

Pupil Surname: _____

Pupil's Date of Birth _____ PPSN of Pupil _____

Pupil's Gender:

Male Female

Birth Cert Forename (if different from name above) _____

Birth Cert Surname (if different from name above) _____

Nationality _____ Mother's Maiden Surname _____

Pupil Address and Eircode _____

The Department has consulted with the Data Protection Commissioner in relation to the collection of individual pupil information for the Post Primary Online Database. Ethnic and Cultural background are special category data under the General Data Protection Regulation (GDPR). Mother tongue is personal category data requiring consent for collection. While these questions are optional, written consent is sought by the student's school to record this information and for the school to forward this information to the Department of Education via PPOD. The information will be used by the Department for statistical and research purposes.

Aggregated information on Ethnic/Cultural background will be used to track the progress of these groups, and to compare their progress with other groups, thereby identifying gaps in the system and assisting in the development and implementation of appropriate policies and interventions. Mother tongue is collected to identify, monitor and evaluate the need for English as an additional language (EAL) support. Parents/guardians have the option to identify their children's ethnic background and whether their mother tongue is English or Irish and to consent for this information to be transferred to the Department of Education. This page of the form will be retained by your post primary school. Special category data

To which ethnic or cultural background group does your child belong (please tick one)? (Categories based on the Census of Population)

White Irish

Irish Traveller

Roma

Any other White Background

Black or Black Irish - African

Black or Black Irish - Any other Black Background

Asian or Asian Irish – Chinese

Asian or Asian Irish - Any other Asian background

Other (inc. mixed background)

No consent

Personal category data Is one of the pupil's mother tongues (i.e. language spoken at home) Irish or English?

Yes

No

No Consent

I consent for the special category data question and the personal category data question to be stored on the Post Primary Online Database (PPOD) and transferred to the Department of Education and any other post primary schools my child may transfer to during the course of their time in post primary school.

Signed: _____ **Parent/Guardian Date:** _____

Please complete this form and return to your post primary school.

Signed: _____ **Parent/Guardian Date:** _____

For further information on PPOD please go to the Department of Education website <https://www.education.ie/en/Schools-Colleges/Services>Returns/Post-Primary-Online-Database-P-POD-Project/>