

SCHOOL - TO - SCHOOL TRANSFER FORM

| SECTION 1 – STUDENT DETAILS | | | | | | | |
|--|------------|--------------|-------------|--|--|--|--|
| <i>Details of the young person to whom this Transfer Form relates.</i> | | | | | | | |
| Name: | | | | | | | |
| Date of Birth: | Day | Month | Year | | | | |
| | | | | | | | |
| PPSN: | | | | | | | |

Please be advised that the above-named student has been offered a place in St John Bosco Community College and has accepted. On foot of same, in accordance with section 20(5) of the Education (Welfare) Act 2000, please note that the completion of section 2 below by the Principal of the student’s former school in respect of the attendance records of a student under 16 years of age (or who has not completed 3 years of post-primary education) **is mandatory**.

For students over 16 years of age, the legal basis for transferring the data in section 2 below is set out in section 28 of the Education (Welfare) Act 2000, which provides for the supply of personal data between education bodies where it is used for, *inter alia*, ascertaining how best the student may be assisted in availing of educational or training opportunities or in developing his or her full educational potential.

| SECTION 2 – STUDENT’S PREVIOUS ATTENDANCE RECORD | |
|---|------------------------|
| <p>In relation to all academic years, including the current year, how many days was the student absent?</p> | |
| First Year: _____ | Transition Year: _____ |
| Second Year: _____ | Fifth Year: _____ |
| Third Year: _____ | Sixth Year: _____ |

In line with section 20(5) of the Education (Welfare) Act 2000, the following section 3 of this form **is mandatory** in relation to students who are under 16 years of age (or have not completed 3 years of post-primary education) where the Principal of the student’s former school considers the information relating to the student’s educational progress to be appropriate for transmission to the student’s new school.

However, the following section 3 is **not** mandatory where the student is over 16 years of age (unless s/he has not completed 3 years of post-primary education), but **may** be completed by you, the Principal of the student’s former school, in accordance with section 28 of the Education (Welfare) Act 2000 to enable the new school to ascertain how best the student “*may be assisted in availing of education or training opportunities or in developing his/her full educational potential*”.

SECTION 3 – EDUCATIONAL DETAILS

Required for the assessment of individual educational needs

Additional Educational Needs

| | | | | |
|---|-----|--|----|--|
| Does the student have additional needs? | Yes | | No | |
|---|-----|--|----|--|

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/Behaviour 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 or described above.

| | | | | |
|--|---|--|----|--|
| 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 <i>etc.</i>) | | | | |
| | | | | |
| 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 <i>etc.</i> ? | | | | |
| | | | | |
| Irish Language Information | | | | |
| Is the student currently studying Irish? | Yes | | No | |
| If you answered no, please outline the reason why <i>e.g.</i> exemption: | | | | |

Subjects

Please tick the subjects that the student is currently studying in your school.

If the student is currently in transition year, please complete in respect of student subjects studied at Junior Certificate.

| | | | | | |
|-----------------------------------|--------------------------|--|--------------------------|---|--------------------------|
| English | <input type="checkbox"/> | Irish | <input type="checkbox"/> | Maths | <input type="checkbox"/> |
| History | <input type="checkbox"/> | Geography | <input type="checkbox"/> | Science | <input type="checkbox"/> |
| French | <input type="checkbox"/> | Italian | <input type="checkbox"/> | Spanish | <input type="checkbox"/> |
| German | <input type="checkbox"/> | Japanese | <input type="checkbox"/> | Russian | <input type="checkbox"/> |
| Business Studies | <input type="checkbox"/> | Accounting | <input type="checkbox"/> | Economics | <input type="checkbox"/> |
| Home Economics | <input type="checkbox"/> | Art | <input type="checkbox"/> | Latin | <input type="checkbox"/> |
| Classics | <input type="checkbox"/> | Applied Mathematics | <input type="checkbox"/> | Arabic | <input type="checkbox"/> |
| Design and Communication Graphics | <input type="checkbox"/> | Social, Personal and Health Education (SPHE) | <input type="checkbox"/> | Civil Social and Political Education (CSPE) | <input type="checkbox"/> |
| Computer Science | <input type="checkbox"/> | Agricultural Science | <input type="checkbox"/> | Engineering | <input type="checkbox"/> |
| Construction Studies | <input type="checkbox"/> | Graphics | <input type="checkbox"/> | Ancient Greek | <input type="checkbox"/> |
| Physics | <input type="checkbox"/> | Biology | <input type="checkbox"/> | Chemistry | <input type="checkbox"/> |
| Hebrew Studies | <input type="checkbox"/> | Religious Education | <input type="checkbox"/> | Music | <input type="checkbox"/> |
| Technology Wood | <input type="checkbox"/> | Applied Technology | <input type="checkbox"/> | Technology Metal | <input type="checkbox"/> |
| Politics and Society | <input type="checkbox"/> | Modern Foreign Language | <input type="checkbox"/> | Physical Education Specification | <input type="checkbox"/> |
| Agriculture/Horticulture | <input type="checkbox"/> | Childcare | <input type="checkbox"/> | Craft and Design | <input type="checkbox"/> |
| Engineering | <input type="checkbox"/> | Graphics and Construction | <input type="checkbox"/> | Hair and Beauty | <input type="checkbox"/> |
| Hotel and Catering | <input type="checkbox"/> | Office Administration | <input type="checkbox"/> | Technology | <input type="checkbox"/> |
| Drama | <input type="checkbox"/> | Dance | <input type="checkbox"/> | Sign Language | <input type="checkbox"/> |

If you have ticked 'Modern Foreign Language' above, please state which one:

If the student is currently studying any subject(s) not listed above, please name the subject(s) here:

School Reports

Please tick to indicate that you are enclosing with this form, a minimum of the last two school reports (where available) relating to the student.

| Behaviour | | | |
|---|-----|--|----|
| Has the student ever been suspended? | Yes | | No |
| If you answered yes, please outline how many times and the reason(s): | | | |
| Has the student been expelled? | Yes | | No |
| If you answered yes, please outline the reason(s): | | | |

| <i>Other relevant information</i> |
|--|
| Please provide details of any other education related information regarding the student which you deem appropriate to share with the school. |

IMPORTANT INFORMATION:

- Where a student is exempt from studying Irish or has additional educational needs we ask that you transmit any documentation which the school has in its possession which you deem relevant to these needs.
- Please sign the "*Former School Declaration*" below as an indication that you are satisfied that the information provided by you is correct.

FORMER SCHOOL DECLARATION

Principal Name: _____
Principal Signature: _____
Date: ____/____/____
School Roll Number: _____

Former School Stamp

DATA PROTECTION

Both the student's previous school and new school are data controllers in accordance with the GDPR and as such must comply with all relevant data protection laws, as well as each school's/ETB's respective Data Protection Policy. The legal basis for processing the personal data included in this form, in accordance with Article 6(1)(c) of the GDPR, is that such processing is necessary for each school's compliance with its respective legal obligations under the Education Act 1998 and the Education (Welfare) Act 2000.

Photographs/Digital Recordings of Students

The school maintains a database of photographs of school events held over years. It has become customary to take photos/digital recordings 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/digital recordings may be published on our school website/Facebook page or in brochures, DVD's, newsletters, local and national newspapers and similar school-related productions.

CONSENT (TICK ONE ONLY)

1. *If you are happy to have your child's photograph/recording taken as part of LCETB/School activities and included in all such records tick here (for the duration of their time in School)*

2. *If you would prefer not to have your child's photograph/recording taken and included in such records, please tick here*

3. *If you are happy for your child's photograph/recording to be taken and included as 1. above, but would prefer not to have images of your child appear on the website, Facebook page, school brochures, DVD's, yearbooks, newsletters etc. please tick here*

Signed

(Parent/Guardian)

(Parent/Guardian)

Date
