



LORETO SECONDARY SCHOOL, CLONMEL

Application Form for First Year

School Year 2023-2024

Mission Statement

Our school is a caring, Christian community in which pupils have the opportunity to achieve academic excellence and to grow spiritually, emotionally, socially, creatively and physically in a healthy environment.

Applicants should read the school's **Admission Policy**, which is available on the school website www.loretoclonmel.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 Admissions 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 the 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 the school website www.loretoclonmel.ie

Principal: Ms. Anne McGrath
Telephone No: (052) 6121402

Deputy Principal:
Email address:

Mrs. Sarah Rice
reception@loretoclonmel.ie

Student Details			
Surname		First Name (as on Birth Cert)	
Name by which student is known if different from above)			
Address			
Eircode			
Date of Birth		PPS Number (Personal Public Service Number)	

Have you included a photocopy of the Birth Cert and PPS Number? (please put a tick in relevant box)	Yes		No	
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Family Details			
Mother's Name or Guardian's Name		Father's Name or Guardian's Name	
Mother's Address		Father's Address (if different)	
Mother's Telephone Number		Father's Telephone Number	
Mother's Mobile Number		Father's Mobile Number	
Mother's Personal Email		Father's Personal Email	
Mother's Occupation		Father's Occupation	
Mother's Place of Work		Father's Place of Work	
Mother's Work Telephone Number		Father's Work Telephone Number	

Selection criteria
 Applicants should read the school's **Admission Policy**, which is available on the [school website](#) prior to completing the Application Form.

5.1 Sister(s) in School at present (please tick)	Yes		No	
Name(s)		Year(s)		

5.2 Sister(s) who have completed their 5/6 years of second level education at Loreto Secondary School, Clonmel					
Name(s)		Year Started		Year Completed	

5.3 Daughter of eligible staff member			
Staff member		Year started Teaching in Loreto Clonmel	

5.4 (a) Mother and/or Grandmother who attended Loreto Secondary School, Clonmel					
Mother's name		Year Started		Year Completed	
State year of Leaving Cert. examination of Mother (for record purposes)					
Grandmother's name		Year Started		Year Completed	

5.4 (b) Loreto Sister who is Aunt or Grand-Aunt of Applicant					
Name of Loreto Sister		Aunt		Grand-Aunt	

5.5 or 5.6 or 5.7 School currently enrolled in for Sixth Class			
School Name		Principal	
Name of Sixth Class Teacher			

Notes and signatures of parent(s)/guardian(s)			
1.	Please ensure that all relevant dates are entered.		
2.	For an Application Form to be valid it must be accompanied by a photocopy of the student's Birth Certificate .		
3.	If you have not received acknowledgement of receipt of Application Form by the school within 5 working days of closing date, please contact the school office immediately.		
4.	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 the school website		
5.	Application Form can be handed in to the school in person or scanned to the school via email to reception@loretoclonmel.ie or posted to the school (you are advised to retain proof of postage).		
Signed Parent/guardian		Date	
Signed Parent/guardian		Date	

Date Application Form Received (Office use only)	
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Privacy Notice Loreto Secondary School (effective from 16th February 2022)

Who is collecting the data

Loreto Secondary School
Coleville Rd, Clonmel, Co Tipperary.
T:052 612 1402
E:reception@loretoclonmel.ie

This Privacy Notice governs the manner in which Loreto Secondary School 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 unauthorised 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 Loreto Secondary School 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 his/her 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.