



Mercy Secondary School Mounthawk

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REGISTRATION FORM FOR 1ST YEAR ENROLMENT FOR 2020/21

Submitted under category: Brother/sister Balloonagh/Moyderwell Children of staff

Other Primary Schools Name of current Primary School: _____

STUDENT'S SURNAME: _____ FIRST NAME: _____

ADDRESS: _____

PHONE NO: _____ MOBILE NO: _____

PARENT'S EMAIL: _____

STUDENT'S PPS NUMBER: _____ DATE OF BIRTH _____

MALE: FEMALE: POSITION IN FAMILY: _____

FATHER'S NAME: _____ MOTHER'S NAME: _____

If the applicant is being registered as a brother or sister, please provide the name of the sibling who is a current pupil of Mercy Mounthawk or who completed their education in Mounthawk.

Current sibling: Name _____ class _____

Past pupil: Name _____ year left _____

Name of sibling who attended Moyderwell or Balloonagh Secondary Schools, if applicable

Name _____ year left _____

Notes: (a) If the applicant is being registered as a student of Balloonagh or Moyderwell, please note that we will contact the Primary school to ascertain the information required in order to register the application under section 6.3 of the Admissions Policy. (b) In the case of twins, separate forms must be submitted. Please contact the school for information in relation to the process under section 6.3 of the Admissions policy (footnote 1).

I have read the information on data Protection on the next page and agree to the terms. I have answered all questions and confirm that the information provided here is correct:

Signed: _____ (parent/ guardian)

A digital version of this form is available for download and submission on the school website at: <http://www.mercymounthawk.ie/information/enrolment/> If you chose to fill the form in hard copy, it must be posted to: Admissions, Mercy Secondary School Mounthawk, Mounthawk, Tralee to arrive before the Closing date for registration at 2:00pm on 20th November 2020

For Office Use only: Date of Receipt of form: _____

Received by: _____ Form / Ticket No: _____

INFORMATION on DATA PROCESSING, SHARING and DATA PROTECTION

“Applicants should read the school’s Admission Policy and other information on enrolment which is available on bit.ly/enrolinfo2021 prior to completing the application form.

Admissions policy: bit.ly/AdmPolicy2021

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:

<http://www.mercymounthawk.ie/wp-content/uploads/2012/08/Mercy-Secondary-School-Mounthawk-Data-Protection-Policy-ratified-may-2019-.pdf>