

APPLICATION FORM FOR ADMISSION - 2019/2020

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 [Roscommon Community College].

Completed applications will be accepted from:	1 st October 2019
The closing date for receipt of applications is:	30 th December 2019

All Application Forms and accompanying documentation should be sent to:	For office use only
The Admissions Officer Roscommon Community College Lisnamult Roscommon	Date received: ____/____/____ School Stamp:

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

Please complete all sections of the following application using BLOCK CAPITALS									
SECTION 1 - PROSPECTIVE STUDENT DETAILS									
<i>Details of the young person for whom this application is being made.</i>									
First Name:									
Middle Name:									
Surname:									
Student Address:									
Eircode:									
PPSN:									

Date of Birth:	Day		Month		Year			

An original long birth-certificate

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

First Year

Third Year

Fifth Year

Second Year

Transition Year

Sixth

Year

SECTION 2 – DETAILS OF PARENT/GUARDIAN

*This section is **NOT** 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.*

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

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.roscomcol.com 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 1st 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 5 – SPECIAL CLASS

[Remove this section if the school has no special class. Delete this instruction.]

The special class in [Roscommon Community College] teaches students who have one or more of the following special educational needs: Moderate General Learning Difficulty

Please ONLY complete if you are applying for the special class.

Please confirm if this application is being made for:

The special class only: **OR** The special class or the mainstream year group:

Where the student is seeking a place in the special class, please provide details of the special educational needs of the student, including an Educational/Clinical Psychologist's report.

SECTION 6 – 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 [Roscommon Community College]

SECTION 7 – AONAD / SRUTH LÁN-GAEILGE (IRISH MEDIUM STREAM)

An t-Aonad Lán-Gaeilge is where some or all subjects are delivered through the medium of Irish. Please ONLY complete if you are applying for the Aonad Lán-Gaeilge.

Please confirm if this application is being made for:

An t-Aonad Lán-Gaeilge only: ___ **OR** An t-Aonad Lán-Gaeilge or the English Medium Stream: ___

A. 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):

B. Please provide details of the primary school attended by the student.

School name:

School address:

C. 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:	

(Parent / Guardian 1)

(Date)

(Parent / Guardian 2)

(Date)

(Student [where over 18])

(Date)

IMPORTANT INFORMATION:

- You are required to submit:
 - (i) An original long birth-certificate (together with a copy), and
- 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 GRETB, please see overleaf.
- Please sign below to demonstrate that you have read and understood this information.

NOTE: Should the student receive a place in Roscommon Community 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.

OFFICE USE ONLY

Date Application Received:

Checked by:

Date entered on School Database:

Entered by:

DATA PROTECTION

The Board of Management of Roscommon Community College is a committee of GRETB, <http://galwayroscommon.etb.ie/> which is a data controller under the General Data Protection Regulations and the Data Protection Acts 1988 - 2018. The Data Protection Officer for GRETB is Ms. Mairéad Thompson and can be contacted at GRETB, An Coiléar Bán, Athenry, Co. Galway.

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

- Verification of identity and date of birth;
- Verification and assessment of admission criteria;
- Allocation of teachers and resources to the school; and
- School administration,

all of which are tasks carried out pursuant to various statutory duties to which GRETB is subject. In addition, under section V of the Department of Education and Skills' Rules and Programme for Secondary Schools 2004/05, a Principal is required to obtain a "*certified extract from*" the "*public register of births*" in relation to students. Therefore, the school requires sight of the child's long-form birth certificate. The processing of the personal data supplied on this Application Form is therefore carried out in line with Articles 6(c) and 6(e) of the General Data Protection Regulation.

Failure to provide the requested information may result in the application being deemed invalid and an offer of a place may not be made.

The personal data disclosed in this Application Form may be communicated internally within GEETB for the purpose of determining the applicability of the selection criteria and possibly 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.

The personal data provided in this Application 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 GRETB's Data Retention Policy, which can be found at <http://galwayroscommon.etb.ie/about-us/data-protection/>.

A copy of the full GRETB Data Protection Policy is available at <http://galwayroscommon.etb.ie/about-us/data-protection/> or from the school office.

Any person who provides personal data through this Application 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 GRETB 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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DISCIPLINE PROCEDURE

If a member of staff feels that a student is in breach of our Code of Behaviour/School Rules then they will assign the appropriate discipline consequence. Behaviours are divided into different categories and the consequences range from 1 point to six points. **Discipline points are assigned to the individual student account through the VS Ware system and can be viewed using the parent log in details only.** When a student accumulates six points they will be assigned a detention. Detention is taken as a serious punishment. **Students placed on detention are reminded that detention takes precedence over all other school and/or out-of-school activities.** Other than in *exceptional circumstances*, no student will be excused from detention or any part of it. **Detention will take place on Thursday after school between 4 pm until 5:00 pm unless otherwise arranged through the office of the principal.** Being placed on multiple detentions for poor behaviour is unacceptable and where such a case arises, the following procedure will be followed,

- **3rd detention** will result in a 1 Day suspension and down town privilege removed for 1 week (2nd to 6th year),
- **4th detention** = 1 Day suspension, down town privilege removed for 2 weeks and a meeting with the parents, in the event that a parent/guardian fails to attend upon request to the school, the student may be suspended from school until such time as a meeting can be scheduled.
- **5th detention** = 2 Day suspension with student file being brought to the School Discipline Board for review and possible further sanctioning.

Failure to attend detention will lead to a 1 day suspension and down town privilege removed for 2 weeks.
Positive Behaviours

Roscommon Community College actively recognises and promotes positive behaviour throughout the student population.

A student who is deemed to be positive example to others will receive a recognition for the behaviour on the VS Ware System.

Positive behaviour will be recognised in the following categories

- Excellent Class Contribution
- Good Citizenship
- Academic Excellence
- Excellent Leadership
- Exceptional Manners
- Exceptional Work
- Helping another student/staff
- An Exceptional Act of kindness

DISCIPLINE POINTS SYSTEM

<i>Behaviour</i>	<i>Points</i>
Homework must be completed	1 Point
Late for Class	1 Point
Materials not present in class	1 Point
You must be full attentive in class	1 Point
At locker during class time, without a note from teacher	1 Point
Chewing gum	1 Point
Water bottles in class, unless agreed by school management	1 Point
Not Paying Attention in Class	1 Point
Breach of Clean Shaven Rule – immediate rectification	1 Point
Breach of Earring Rule	1 Point
Breach of Green School Policy/Littering	1 Point
Bad or Inappropriate Language	2 Points
Note from Teacher not signed	2 Points
Incorrect Uniform	2 Points
Excessive Make-up/Fake Tan/Gel Nails – immediate removal	2 Points
Hair – inappropriate hair length/fringe – immediate rectification	2 Points
Personal Hygiene	2 Points
Uniform in Good State of Repair (no tears/holes, frays, hanging hems)	2 Points
Disruptive Behaviour in Corridor	2 Points
Forging Parent/Guardian signature on notes	2 Points
Horseplay	2 Points
No Lock on Locker	2 Points
Lack of Respect	2 Points
Lack of respect to school property	2 Points
Unacceptable Behaviour*	2 Points
Doing/Copying Homework in a Public Area	2 Points
Breach of Main School Rules**	6 Points

*Unacceptable behaviour may be, distracting other students/banging desks/singing or humming in class/ throwing object/ teasing or taunting other students/ temper outburst/ cheeky or impertinent remarks/ interfering with other students work or any other behaviour that impacts the teaching and learning within the classroom

** Please review school website www.roscomcol.com under Teaching and Learning – Policies for further details and clarification.

MAIN SCHOOL RULES

1. Pupils must at all times, show **courtesy** and **respect** to one another, their teachers, other members of school staff and visitors to the school.
2. Pupils must not behave in a manner, which endangers themselves or others. Aggressive behaviour – physical, psychological, verbal or written – is strictly forbidden and no form of bullying will be tolerated. Isolation or rejection of other pupils will not be accepted.
3. The full **uniform** must be worn during school hours and during school related activities and students are expected to be neat and tidy in their appearance. No added garments such as T-shirts, football shirts or jackets are allowed in class. School uniform must be clean, without tear or fray. School uniform jacket is a compulsory element of school uniform. All other jackets will be confiscated and only returned to the parent. Students will not be permitted to go off-site at lunch-times or attend school activities without a uniform jacket. The borrowing of uniform jackets is strictly forbidden.
4. **Respect** for the **school premises** and property is expected at all times. Marking or interfering with school furniture is considered a serious breach of the Rules and students will be held liable for any damage caused.
5. A note of explanation is required for **absence** from school. Notes should be presented in the school diary. Students leaving school premises early or entering school **late** must sign the attendance register at the school reception. A student who is late or leaving school early must be signed in or out by their parent under no circumstances can a student sign themselves out of school or be signed out of school by an unauthorised person unless notification has been received by the parent. Failure to comply with this rule will result in the parent being contacted by the school and/or the student receiving a detention. Students attending a medical appointment must furnish medical certificates to the Deputy Principal. Failure to 'sign in or out' will result in an immediate detention. Students leaving school early must wait at reception at the designated time, only in an emergency situation will classes be disturbed.
6. Students must enter and leave the school in a **quiet**, orderly fashion.
7. Students are not to enter the **Science laboratories** or the **Computer** room unless a member of staff is present.
8. **Personal hygiene** must be maintained at all times. **Colourful Nail Polish, False or Gel Nails** are not permitted. **Hair** must be of an appropriate length, for safety reasons hair must not be in the eyes of the student, clear vision is paramount and a student can be denied the opportunity to engage in a task. Hair must be tidy and of natural colour. Dip dyed two-toned hair is not permitted. **Make-up and Fake Tan** is not permitted. Students must be **well groomed** at all times.

9. The **school buildings** and yard will be supervised by staff from 8:30am in the mornings and at morning and lunchtime breaks. At these times students must respect their supervisors and behave in an appropriate manner.
10. **Electronic devices** such as MP3 players, laser devices, etc. are strictly forbidden on the school premises.
11. **Mobiles phones** are **NOT PERMITTED** on the school grounds and should not be brought to school. This rule extends to all school related activities and outings, however the school appreciates that students may need to contact home and therefore students are only permitted to use their phone in this circumstance once the permission of the supervising teacher has been sought. Breaches of this rule will result in the student's phone being confiscated (with SIM card intact) for the period of 1 week on the 1st occasion, 2 weeks on the 2nd occasion, 3 weeks on the 3rd occasion and 4 weeks on the 4th occasion. Should this situation continue to a 5th occasion then the student will receive an immediate suspension. On confiscation of the mobile phone the parent will be notified by text and the duration of time to which the phone will be held. If students need to contact parents/guardians, they may use the phone in the secretary's office with her permission. In such cases phones will be returned only to the parent after the duration of time awarded. Phones will at no time be returned to the student.
12. Students should pay attention to **tidiness** of classrooms, corridors and school yard.
13. Students are not allowed to leave the school premises during morning break unless given specific permission by the Principal or Deputy Principal to do so.
14. Students are allowed to use canteen only during designated breaks (morning and lunchtime).
15. Classroom Code:
 - (a.) Students should be quiet and orderly in classrooms at all times and present their school journal to classroom teacher.
 - (b.) No **horseplay** or disruptive behaviour of any kind is allowed.
 - (c.) Sweets, refreshments etc. are not permitted in the classroom. The school operates a **Healthy Eating Policy**.
 - (d.) Students are responsible for the **tidiness** of the classrooms and should use the bins provided.
 - (e.) Any damage to school or personal property must be reported to the Principal/ Deputy Principal immediately.
 - (f.) Movement between classes must be orderly and quiet.
16. **Smoking** to include E-cigarettes, alcoholic drink or any form of **substance** abuse is forbidden at all times, in the school, in its environs and on all school activities.
17. Students who bring discredit to the school by their behaviour outside the school may be subject to disciplinary action within the school.
18. It is forbidden to use any form of school media (photo's, video, etc) for any other reason other than by direct permission of school management.

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19. **School lunch bags** must be collected prior to 9 am from the GP Room. Students will not be able to collect their lunch after this time. Failure to collect their lunch bag for a period of 3 days without prior notification will result in the student being removed from the lunch scheme. Students found with out-of-date lunch bags in their lockers will be removed from the lunch scheme.

20. **School lockers** must be locked at all times.

I _____ **(NAME OF STUDENT IN CAPITALS)** have read the rules/policies of the school and agree to comply with them at all times.

Signature of Student

I _____ **(NAME OF PARENT/GUARIDAN IN CAPITALS)** have read the rules and policies of the school and understand the consequence when a discipline issue arises.

Signature of Parent

STUDENT CODE OF CONDUCT REGARDING SOCIAL MEDIA AND MISUSES OF TECHNOLOGY

I/We understand that:

1. Use of all Social Media websites or other technological devices are strictly forbidden on school grounds and when involved in school related activities.
2. It is not the responsibility of Roscommon Community College to monitor the use of Social Media websites or other technological devices outside of school hours.
3. Any inappropriate publications made known to school authorities, in reference to other students or staff in our school, will be treated as a bullying issue and will be sanctioned according to our bullying policy.
4. Parents/Guardians will be informed of any investigation.
5. Students are not permitted to post images/record media clips of fellow students/staff or any school related activity on any social media network.

I _____ agree to abide by the Student Code of Conduct regarding Social Media and
(Name of Student)

Misuses of Technology.

I _____ have read and understand the accompanying "Types of Cyberbullying"
(Name of Student)

information sheet.

SCHOOL TRIPS & EXCURSIONS

I _____ give consent for _____ to go on School Trips &
(Parent/Guardian Name) (Son/Daughter/Charge Name)

Excursions during each school year.

PHOTOGRAPHS OF STUDENTS

The school maintains a database of photographs of school events held over the years. It has become customary to take photos 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 may be published on our school website or in brochures, newsletters, local and national newspapers and similar school-related productions. If you would prefer not to have your child's photograph included in such records, please notify the school principal.

I _____ give consent for _____ my child/guardian's photo
(Parent/Guardian Name) (Son/Daughter/Charge Name)

to be taken and stored during the school year.

DECLARATION

I _____, have read and fully understand the
(Please Print Parent/Guardian Name)

Code of Behaviour and the Admissions Policy of Roscommon Community College. I hereby accept these policy documents in their entirety and together with my son/daughter/charge will adhere to all their principles in full and those of the Student Code of Conduct Regarding Social Media and Misuses of Technology, School Trips and Excursions and Photographs of Students. I declare that everything I have stated on this form is true and accurate, I have attached all relevant reports necessary to complete the application and understand that failure to provide all necessary documentation will result in my application being placed on hold until such time that the documentation becomes available. I am aware that an untrue statement on this or subsequent forms could lead to the withdrawal of any offer of a place or the removal of the applicant from the school.

Signature of Parent or Guardian _____

Name in Capitals _____

Date _____

I understand that certain information hereby provided by me is personal data, within the meaning of that term as defined in the Data Protection Acts 1988 and 2003 (the "Acts"), and I confirm that the provision of this information by me so that it may be processed for the purposes of consideration of my application constitutes a consent for the purposes of the Acts.

Signature: Date:
(Parent/Guardian Name)

I give permission to the GRETB to share my information with Education partners (Dept. of Education and Skills).

Signature: Date:
(Parent/Guardian Name)

CHECK-LIST

Please ensure that you have included the following with your application:

- | | Office Use only |
|---|--------------------------|
| 1. Fully completed Application Form | <input type="checkbox"/> |
| 2. Academic, Discipline and Attendance Report/s from previous school
(Note: 1 st year students must present a copy of their last school report card from their primary school. Students applying to other year groups must present a copy of their academic, discipline and attendance reports or their state examination results Sheet from their previous secondary school/s). | <input type="checkbox"/> |
| 3. Photocopy of Birth Certificate | <input type="checkbox"/> |
| 4. Materials Charge - €75 (student journal, photocopying, classroom supplies)
(Payment link will be sent. To be paid before 31/12/2019) | <input type="checkbox"/> |
| 5. Medical Report (if applicable) | <input type="checkbox"/> |
| 6. Educational/Psychological Report/s (if applicable) | <input type="checkbox"/> |
| 7. IMPORTANT please ensure your child's <u>Personal Public Service Number (PPSN)</u> is on page 1 | <input type="checkbox"/> |